



United Soccer Coaches Convention

McCormick Place - Chicago, Illinois

January 10 - 12, 2019

Event Code: I169220119

Connect With Us! email Indianapolis@shepardes.com
 phone (317) 677-1235
 fax (317) 389-5524
 mail 6101 West 80th Street
 Indianapolis, IN 46278

Show Information

BOOTH PACKAGE

Items provided in your 10' x 10' booth:

- 8' High backwall drape, 3' High sidewall drape
- 7" x 44" Cardstock Identification Sign
- (1) 6' x 30" Skirted Table - Black
- (2) Side Chairs
- (1) Wastebasket
- Booth Carpet - Red

Show drape color(s): Red
 Aisle carpet color: Cayenne

Island booths to receive (2) two booth packages, no drape

EXHIBIT SHOW SCHEDULE

General Exhibitor Move-in:	Wednesday, January 9, 2019	8:00 AM	to	9:00 PM
	Thursday, January 10, 2019	8:00 AM	to	3:00 PM
Exhibit Hours:	Thursday, January 10, 2019	6:00 PM	to	9:00 PM
	Friday, January 11, 2019	9:00 AM	to	5:00 PM
	Saturday, January 12, 2019	10:00 AM	to	4:00 PM
Exhibitor Move-out:	Saturday, January 12, 2019	4:00 PM	to	11:00 PM
Freight Reroute Begins*	Saturday, January 12, 2019	10:00 PM		

All outbound carriers must be checked in by this time



SHIPPING ADDRESSES

Advance Shipments Address

[Exhibiting Co. Name & Booth Number]
 United Soccer Coaches Convention
 Shepard c/oUPS/J&J Motor Freight
 2338 South Indiana Ave
 Chicago, IL 60616

Direct Shipments Address

c/o Shepard Exposition Services
 [Exhibiting Co. Name & Booth Number]
 United Soccer Coaches Convention
 McCormick Place, West Building, Hall F
 2301 S Lake Shore Dr., Ste. 1001
 Chicago, IL 60616

IMPORTANT DEADLINES

Discount price deadline for custom Shepard rentals:	Tuesday, December 11, 2018
Exhibitor appointed contractor notification deadline:	Thursday, December 13, 2018
First day for warehouse deliveries without a surcharge:	Thursday, December 13, 2018
Discount price deadline for standard Shepard orders:	Thursday, December 20, 2018
Last day for warehouse deliveries without a surcharge:	Friday, December 28, 2018
Last day for warehouse deliveries*:	Monday, January 7, 2019

Date indicated is last day freight can arrive to advanced warehouse with guarantee of delivery to booth for exhibitor move-in.

First day freight can arrive at show facility: Wednesday, January 9, 2019 at 8:00 AM

Please note that the warehouse is closed on Monday, December 24; Tuesday, December 25; Monday, December 31; and Tuesday, January 1 for the holidays.



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Discount Deadline **Thursday, December 20, 2018**

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Quick Facts

Ancillary Vendor Information

Electrical Services	Edlen	www.Edlen.com	(312) 674-1100
Utilities	McCormick Place	technology@mccormickplace.com	(312) 791-6113
Audio Visual	Shepard AV	jsmith@shepardav.com	(404) 720-8672
Booth Security	AF Services, Inc.	afrain@aol.com	(630) 279-0500

Exhibitor Move Out

Saturday, January 12, 2019 4:00 PM to 11:00 PM

Dismantle & Move out Information

Shepard will begin returning empty containers and skids as soon as the aisle carpet is removed from the floor. All exhibitor materials must be removed from the facility by Saturday, January 12, 2019 10:00 PM. Any materials remaining in the hall will be rerouted or returned to Shepard's warehouse to await disposition at the exhibitor's expense.

To ensure all exhibitor materials are removed from the facility during the exhibitor move out, please have all carriers checked in with Shepard no later than Saturday, January 12, 2019 10:00 PM.

Post Show Paperwork & Labels

Our Customer Service Representatives will gladly assist you in preparing your outbound shipping labels, outbound Material Handling Authorization paperwork, and outbound shipping in advance. You may find these forms included in this exhibitor services catalog. An email with links to an online portal will also be sent to the exhibitor contact on record for the booth. Labels and paperwork will also be available onsite. Make sure your carrier knows your company name, booth number, and the carrier check in deadline.

Outbound Shipping

It is the responsibility of each exhibitor to arrange for transportation of booth materials after the event. Our Customer Service Representatives are available pre show, during the show, and during move out to assist you in arranging shipping through our official carrier Shepard Logistics. For peace of mind and easy set up, contact Shepard Logistics before the event for transportation services to and from the event.

Shepard does not provide UPS, FED-EX, or other carrier specific labels. Exhibitors must schedule pick ups directly with all carriers.

Move Out times and procedures may change due to show site and operational conditions. Move out information will be provided on site during the event.



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Online Ordering

Online Ordering is Easy!

GO TO www.shepardes.com/intro.asp

CLICK ON [United Soccer Coaches Convention](#)

LOG IN from the Show Information page by clicking  at the top right corner of the page.

ENTER your email address and password then click 

NEW users: User name = Your Email Address (provided by Event Management)
Password = USCC19

Prior users: User name = Your Email Address
Password = Your pre-existing password


Don't remember your password? Click the link [Forgot your password?](#) and follow the prompts to have your password sent to the registered email address.

Once logged in, please confirm your profile information. If you need to update, please contact us at customerservice@shepardes.com

To order, utilize the grey category dropdown menus above the Welcome message.


After making your selections, click the  button on the bottom right of the page.

To view your order click the  Shopping Cart Icon at the top right of the page.

Confirm your order, click  and complete the payment process.

* Material Handling estimates will not be charged until freight is received at the warehouse or at show site.

* Labor and Hanging Sign estimates will not be charged until services are rendered at show site.

If you need assistance during your shopping experience, contact us using our  feature on the right side of the screen. Representatives are available Monday through Friday 8am - 5pm est.

Need Tips and Tricks for exhibiting? Click the directed to our Exhibitor Academy!



icon on your show page to be

QUESTIONS?

We love to help! Contact us!

Shepard Customer Service

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Payment Authorization

Please complete the information and return this form with your orders. You may choose to pay by credit card, check payable to Shepard Exposition Services, or bank wire transfer, however, we require your credit card authorization to be on file before we process your order(s) for service. **For your convenience, we will use this authorization to charge your credit card account for any additional amounts incurred as a result of show site orders placed by your representative including material handling charges for shipments received on your company's behalf and any unpaid balance due for Shepard services.** Credits for services will be issued at show site only.

Please complete the following information:

EXHIBITING COMPANY INFORMATION

Company Name:	_____	Booth #	_____
Street Address:	_____	Phone:	_____
City, St, Zip:	_____	Fax:	_____
Contact Name:	_____		
Email:	_____		

CREDIT CARD INFORMATION

(Required for all forms of payment)

Pay by Check

Pay by Wire



You may choose to pay by Check or Wire Transfer, however a credit card is required on file to process all orders.



Credit Card #: _____

Expiration Date: _____
Month Year Security Code

Billing Address: _____

City, ST, Zip: _____

Name on Card: _____ (Please Print)

  _____
Card Holder Signature

By signing the above I acknowledge and understand that ALL services rendered, including Material Handling, will be billed to this credit card.

WIRE TRANSFER

In order to accurately process the transfer of funds from your account, please complete the following information and fax it along with a copy of the wire receipt to the fax number printed on the header of this page. A \$50 service charge will be added for processing checks drawn on foreign banks. A \$25 service charge will be added for processing U.S. wire transfers. \$50 service charge for international wire transfers.

The following information must be included on the bank copy of the wire transfer confirmation:

Name of show that you are attending **United Soccer Coaches Convention**

Exhibiting Company Name

Booth Number

Account Name: Shepard Exposition Services, Inc.

Bank Name: PNC Bank N.A., Pittsburgh, PA 15219 USA

Routing Number: 041000124

Account Number: 42-6061-9772

SWIFT CODE (US): PNCCUS33

SWIFT CODE (INTL) PNCCUS33

Please include the show name, event code and your booth # as well as the wire fee if you are sending a wire transfer, ACH payment, or check.

TAX EXEMPT? Please submit tax exemption certificate to: Indianapolis@shepardes.com

If you are tax exempt, you must provide a tax exemption certificate for the state in which the event is being held.



United Soccer Coaches Convention



Terms & Conditions

You are entering a contract which limits your possible recovery in case of loss or damage.

The terms and conditions set forth below become a part of the contract between Shepard Exposition Services, and you, the Exhibitor. Exhibitor is deemed to accepted these terms and conditions when any of the following conditions are met:

Exhibitor materials are delivered to the Shepard warehouse or to a show or exposition site for which Shepard is the Official Show Contractor, or an order for labor and/or rental equipment is placed by the exhibitor with Shepard.

Definitions and Shepard Responsibilities: The name "Shepard" shall be construed within the meaning of this contract as Shepard Exposition Services, Inc. and its employees, officers, agents, and assigns including any subcontractors Shepard may appoint. The term "EXHIBITOR" refers to any party who contracts for services with Shepard. Shepard shall be responsible only for those services which it directly provides, and hereby agrees to execute its contracted duties in good faith. Shepard assumes no responsibility for any person, parties, or other contracting firms not under Shepard's direct supervision and control. Shepard shall not be responsible for loss, delay, or damage due to strikes, lockouts, work stoppages, natural elements, vandalism, acts of God, civil disturbances, power failures, acts of terrorism or war, or any other causes beyond Shepard's reasonable control; or for ordinary wear and tear in the handling of materials. Due to the security and liability requirements, Shepard personnel will unload all vendor materials from the loading docks to the booths.

Indemnification: The exhibitor agrees to indemnify, forever hold harmless, and defend Shepard and its employees, officers and agents from and against any and all claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses on account of personal injury or death, damage to or loss of property or profits arising out of, or contributed to by any of the following: (1) exhibitor's negligent supervision of any labor secured through Shepard or the negligent supervision of such labor by any of the exhibitor's employees, agents, representative, invitees, and/or exhibitor appointed contractor (EAC); (2) exhibitor's negligence, willful misconduct, or deliberate act, or such actions of exhibitor's employees, agents, invitees, representatives, or EACs at the show to which this contract relates, including but not limited to the misuse, improper use, unauthorized alteration, or negligent handling of Shepard equipment; or (3) exhibitor's violation of Federal, State, or Local ordinance; or violation of show regulations and/or rules as published by the Facility and/or Show Management.

Payments are due prior to delivery of services or equipment to EXHIBITOR unless other credit arrangements have been made. All payments shall be in U.S. currency, MasterCard, VISA, or American Express, debit cards, or check, provided there is sufficient customer credit in EXHIBITOR's form of payment to completely satisfy the amount owed by EXHIBITOR to Shepard. Undersigned authorizer acknowledges and agrees that all applicable charges for services rendered to the EXHIBITOR will be applied to the credit card on file in the event other form of payment is not tendered prior to the close of the trade show. In no instance shall any Exhibitor be extended credit beyond 30 days after the close of the Show. If there are any outstanding balances owed by EXHIBITOR to Shepard which have not been paid after 30 days following the close of the Show, then these unpaid balances shall bear interest at the rate of 1-1/2% per month (18% per annum). Exhibitor will be responsible for all charges incurred by Shepard while endeavoring to collect this account.

Show Site Orders: Services ordered at show site will require full payment at the time the order is placed. Purchase orders may not be used in lieu of payment. Regular prices will apply to all show site orders. Floor orders are limited to availability.

Third Party Orders: If you contract your work to a display or exhibit house and require services from Shepard, the payment policy stated above applies. Please pass this information on to them. A Third Party Payment form must be completed and submitted three weeks prior to show opening.

Equipment Audits: EXHIBITOR should be advised that routine audits of Exhibitor booths for service usage are conducted during the Convention. Should the result of such an audit indicate that equipment or services is in fact being used that has not been paid for, the Exhibitor will be charged for the equipment or service at the applicable rate.

Exchanges and Cancellations: Onsite exchanges and cancellations in orders will be assessed a 100% pick-up fee. Custom products: All orders cancelled by the exhibitor within 30 days of first day of exhibitor move in day may be subject to cancellation fees up to 100% of the total order, based upon the status of move-in, work performed and/or Shepard set-up costs or expenses. Standard Furnishings: There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in writing within 14 days prior to first exhibitor move in day. Labor: Cancellations must be received in writing before 48 hours of 1st day of exhibitor move in, otherwise a 1 hour per man ordered will apply.

Invoices: Prior to close of show, an invoice will be prepared and emailed to the booth contact on file for your review. Credits will be issued at show site only. If you have any questions or want to pay your invoice by check or cash, please see our customer service representatives at the service desk on site.

Outbound Services: All outbound services will be processed on your credit card. A copy of the receipt and invoice will be mailed within 10 days of the close of the show.

Rental Responsibility: All materials are on a rental basis and shall remain the property of Shepard. The customer shall be held financially responsible for any damage to Shepard equipment used by the customer. Prices quoted are for the duration of the show and include installation, rental, and removal except where indicated. If skirting and carpet colors are not selected, show colors will prevail.

International Customers: International customers must pay for all services in U.S. funds. A \$50 service charge will be added for processing checks or wire transfers drawn on foreign banks.

U.S. Wire Transfers: A \$25 service charge will be added for processing U.S. wire transfers. Please complete the wire transfer portion of the Payment Authorization form. The credit card portion of the form must still be completed before your order will be processed.

Tax Exempt Status: If you are tax exempt in the state where the show is held, a copy of the certificate must accompany your order.

Exhibitor Information: Exhibitor permits all contact information provided to Shepard to be used by Shepard and shared with other entities assisting in the production of the event in question. Facsimiles and email communications may include show information, promotional materials, advertising statements and other commercial notices. Permission may be revoked by the EXHIBITOR in writing.

Cancellation or Event Postponement: In the event the exposition or event is cancelled or postponed, Shepard reserves the right to charge for services rendered in preparation of the event or exposition as well as non-refundable costs incurred by Shepard.

Insurance: It is understood that Shepard is not an insurer. Insurance should be obtained by the EXHIBITOR. It is highly recommended that exhibitors arrange All Risk coverage which usually can be done by endorsements to existing policies. EXHIBITOR's materials should be insured from the time they leave their firm until they are returned after the close of the show. Insurance and liability against theft or property damage to equipment or exhibit material owned or rented by EXHIBITOR, or bodily injury occurring within the confines of EXHIBITOR's booth, remain the sole and complete responsibility of EXHIBITOR. Except where prohibited by law, the EXHIBITOR and its insurers waive all rights of recovery or subrogation against Shepard and their respective directors, officers, employees, and agents.

Claim(s) for Loss and Payment For Services: Exhibitor agrees that any and all claims for loss or damage shall be submitted to Shepard prior to the conclusion of the show when the alleged loss or damage occurred prior to that time, and in all cases within 30 days of the conclusion of the show. For claim reporting purposes, the "conclusion" of the show shall be construed as the end of the day on which exhibitor must vacate the show site. All claims reported after the 30-day period will be rejected. In no event shall a suit or action be brought against Shepard more than one year after the date the loss or damage occurred. Payment for services may not be withheld. In the event of any dispute between Shepard and the exhibitor relative to any loss or damage claim, the exhibitor shall not be entitled to and shall not withhold payment for Shepard services as an offset against the amount of the alleged loss or damage. Any claim against Shepard shall be considered a separate transaction and shall be resolved on its own merit.

Limits of Liability: If found liable for any loss or damage, Shepard's sole and maximum liability for loss or damage to exhibitor's materials will be limited to the repair or replacement with like kind and quantity, subject to a dollar amount not to exceed \$5.00 (five dollars) per pound based on the weight of the articles for which Shepard specifically acknowledges receipt in writing. Shepard shall in no event be liable for collateral, exemplary, indirect costs or damages, or loss of sales resulting from, or related to, a claim for loss of or damage to material.

Inbound and Outbound Shipments: Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of the exhibitor or his representative. During such time, the materials will be left unattended. Shepard is not, and cannot be, responsible for loss, damage, theft, or disappearances of exhibitor's materials after same have been delivered to the exhibitor's booth. Similarly, there may be a lapse of time between the completion of packing and the actual pick up of exhibitor's materials from the booth for loading onto a carrier. During such time, the materials will be left unattended. Shepard shall not be responsible for loss, damage, theft, or disappearance of exhibitor's materials before same have been picked up for loading after the show. All materials will be checked at the booth at the time of loading using document(s) submitted by the exhibitor and notations of exceptions to conditions of materials or piece counts will be made on said document. Shepard assumes no responsibility for loss, damage, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's appointed carrier or agent for transportation after the show. Shepard loads materials onto the carrier's truck under the supervision of the carrier driver who checks and signs for the materials. Shepard assumes no liability for any materials after the carrier assumes custody of materials. If exhibitor's designated carrier fails to show by the move out deadline after a show, Shepard shall have the authority to route exhibitor's shipment via an alternate carrier, or return shipment to a local warehouse for disposition at exhibitor's expense.

Packaging, Crates, and Empty Containers: Shepard shall not be responsible for surface damage to loose or uncrated materials, pad-wrapped, or shrink-wrapped materials. Shepard shall not be responsible for concealed damage, damage to carpets in bags or poly, or damage to materials improperly packed. Shepard shall not be responsible for crates and packaging unsuitable for handling, partially assembled, or having prior damage. Affixing "Empty" storage labels to containers is the sole responsibility of the exhibitor or his representative. All previous labels should be removed. Shepard assumes no responsibility for removal or misdelivery of containers with old labels or incorrect information on labels or for loss or damage to materials stored in containers labeled "empty."



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Third Party Payment Authorization

Discount Deadline Thursday, December 13, 2018

Return this form when a third party (any party other than exhibiting company) should be billed for services.

Step 1: Provide the Exhibiting Company Contact Information and Signature

Exhibiting Company Name _____ Booth # _____

Exhibiting Company Address _____ City _____ State _____ Zip _____

Phone _____ Fax _____ Contact Email Address _____

Please Sign →

Exhibiting Company Authorized Signature _____

Exhibiting Company Authorized Name - Please Print _____

Step 2: Check Services Below to Invoice to the Third Party

All Services

- Booth Cleaning
- Carpet
- Exhibit Display Rentals
- Installation/Dismantling Labor
- Logistics/Transportation
- Material Handling
- Rental Furniture
- Overhead Rigging/Labor
- Other (please specify): _____

Step 3: Provide Third Party Contact Information

3rd Party Name _____ 3rd Contact Name _____

3rd Party Address _____ City _____ State _____ Zip _____

Phone _____ Fax _____ Contact Email Address _____

Step 4: Complete Third Party Credit Card Charge Authorization with Signature

CREDIT CARD INFORMATION (Required for all forms of payment)



Credit Card #: _____

Expiration Date: _____
Month Year Security Code

Billing Address: _____

City, ST, Zip: _____

Name on Card: _____ (Please Print)

Please Sign →

Card Holder Signature _____

Both parties MUST sign this form indicating acceptance; otherwise, request will be denied.

When a third party is handling your display and/or paying for any services on your behalf, we will agree to this third party arrangement if the following payment is agreed upon and all signatures are properly completed.

By signing this form, both parties agree and understand that the exhibiting firm is responsible for all charges.

In the event that the named third party does not make payment by show close, Shepard will be paid by the exhibiting firm on demand at show site.

The show site invoice may or may not include any outbound services, such as additional material handling, rigging, and/or shipping charges.



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Exhibitor Appointed Contractor

Discount Deadline Thursday, December 13, 2018

This form is to be completed by the Exhibitor and returned to Shepard by deadline date noted above.

Exhibiting Company Name Booth # Contact Email Address

An Exhibitor Appointed Contractor (EAC) is a company other than the "general or official" service provider on the show that requires access to your booth during installation and dismantling. The EAC may only provide services in the facility that are not designated by the facility as "exclusive" to a designated provider, or by the event organizer in a contract as an exclusive service for the "general or official: service provided or other third party.

No EAC will be allowed to work in an exhibitor's booth if this EAC form, a valid form of insurance, a third party payment authorization form and an exhibitor payment authorization is not completed by an authorized representative and received by Shepard by the due date indicated above. The Form must be completed for every third party (as well as any other ordering third party ordering or requesting services from Shepard on behalf of exhibitor) at the above event. Multiple booths are not to be listed on one form. If form is not submitted by deadline date, the EAC will not be allowed to perform work in the hall except to supervise the official contractor provided labor.

Exhibitor Appointed Contractor Contact Name Street Address City Phone # Description of proposed service for Exhibitor

The EAC hired by the exhibitor must, by the deadline date, provide Shepard with a current Certificate of Insurance with minimum limits of \$500,000 property damage per occurrence, \$1,000,000 personal injury per occurrence, workers compensation aggregate coverage of \$1,000,000 per occurrence, and naming Shepard Exposition Services as the certificate holder for the time period of the event, including move-in and move-out days. Listing Shepard Exposition Services as an additionally insured only will not be accepted, and may prevent EAC from working on the premises. If EAC does not have minimum coverage and proper documentation, they will be subject to employing Shepard Exposition Services for labor services.

The EAC must abide by the rules and regulations of the show and all pertinent union regulations.

EAC employees must wear approved identification badges at all times while in the work area. Badge will be issued at show site to authorized contractor representatives when all requirements have been met.

The EAC must confine its operations to the exhibit area of its clients. No service desks, storage areas or other work facilities will be located anywhere in the facility. Show aisles and public areas are not part of the Exhibitor's booth space.

Solicitation of business by EAC is strictly prohibited. EAC companies discovered soliciting will be removed from the show floor and the exhibitor will not be able to use that EAC for the remainder of the event.

The EAC must have all business licenses, work permits and insurance required by State and City governments and Facility Management before beginning work, and shall provide Show Management with evidence of compliance.

If required, the EAC must be able to provide evidence that it has current and applicable labor contracts and must comply with all labor agreements and jurisdictions. The EAC must not jeopardize the production of the event by any act or practice that would lead to work stoppages, strikes or labor disputes.

EAC employees must wear approved identification badges at all times while in the work area. Badges will be issued at show site, to authorized representatives, when all requirements have been met.

EACs agrees to keep all No Freight Aisles clear at all times. If SES is required to rearrange any material situated in a clearly No Freight Aisle, the exhibitor or the EAC depending on billing arrangements will be charged a 1 hour minimum forklift rental and labor.

Exhibitor Please Sign Exhibitor Signature

Exhibitor Rules and Regulations - 2019 United Soccer Coaches Convention

Please Read Carefully. All Exhibitors Are Subject to the Following Rules:

1. Booth Design:

- Second-story booth construction is not permitted (i.e. no stairs), with the exception of United Soccer Coaches official sponsor/supplier.
- In-line Booths: all exhibit fixtures, components and identification signs will be permitted to a maximum height of 10'. All display fixtures over 4' in height and placed within 10' of an adjoining exhibit must be confined to that area of the exhibitor's space which is at least 5' from the aisle line. When standing at the end of an aisle, there must be a clear sightline of 5' from the aisle into each booth in that aisle.
- Island Booths: Exhibit fixtures, towers and components will be permitted to a maximum height of 18', with the exception of the association's official sponsor/supplier.
- Hanging identification signs and graphics will be permitted to a maximum of 22' from the floor to the top of the sign, with the exception of the association's official sponsor/supplier.
- The association reserves the right of approval of any and all exhibitor promotions and/or displays.

2. Exhibitor Receptions and Outside Functions: No non-association function involving more than 100 Convention registrants, through private invitation or open to the public, may be scheduled during a) Exhibit hours Thursday evening, 6:00 to 9:00 p.m.; b) Annual Meeting c) Friday Honor Awards Banquet, 6:00 to 10:00 p.m.; and d) Saturday All-America Banquet, 12:00 to 2:30 p.m.

3. Hospitality Suites: Hospitality suites at all Convention-contracted hotels are available to exhibitors and Convention participants ONLY, approved by the association, from reservation lists provided to the housing bureau.

4. Admission Badges:

- Exhibitor Badges: Each 10x10 booth is allotted 4 exhibitor badges total. The exhibitor badge and holder allows access to the exhibit floor during set-up, tear-down and one hour before regular show hours. Badges must be visibly worn at all times while on the exhibit hall floor. Companies will be assessed a \$50.00 per badge charge for any additional badges requested on site, or for any changes to the Badge Request Form which requires issuing badge(s) at the Convention. The association cashier must receive this payment before the badge will be issued. Acceptable forms of payment include cash, company check or credit card (Visa, Mastercard, American Express and Discover).
- Exhibitor Appointed Contractors (EAC) will be able to pick up temporary work badges for access onto the show floor for installation/dismantle purposes. If contractors require access to the show on show dates, exhibitors must register them as exhibitor personnel.
- Any imprinting, defacing or alteration of the Convention registration badges is prohibited. Badges for the United Soccer Coaches Convention are non-transferable and non-refundable.
- **All exhibitors agree to supply proper names for each exhibitor badge by deadlines requested.**

5. Show Hours: All exhibitors shall abide by the show hours. No exhibitors shall be allowed to dismantle their booth prior to the closing of the show January 12, 2019 at 4:00 p.m. This includes any type of packing such as the packing of brochures, taking down signs, etc. If an exhibitor is found dismantling their booth, measures deemed necessary by Show Management will be taken in order to stop the process.

6. Distribution of Literature and Promotional Items: Exhibitor personnel, including models, hostesses and any other hired help, are not allowed to distribute literature or promotional items of any kind outside the confines of the contracted space. This restriction includes convention center lobby space, other booths, sidewalks outside the convention center, as well as hotel locations in conjunction with the event. The distribution of any item that interferes with the activities in or obstructs access to neighboring booths, of that impedes the flow of traffic in the aisles, is prohibited. All sales literature representing NON-EXHIBITING companies will be excluded from distribution at the Convention. Companies or persons doing so will be excluded from exhibiting at future Conventions and their literature will be removed immediately.

7. Demonstrations and Promotional Activities: As a matter of safety and courtesy to others, exhibitors must conduct sales presentations and product demonstrations in a manner which assures all exhibitor personnel and attendees are within the contracted exhibit space and not encroaching on the aisle or neighboring exhibits. It is the responsibility of each exhibitor to arrange display product presentation and demonstration areas to ensure compliance. Booth displays and equipment shall not extend into the aisles. This includes all signs, banners, etc. Exhibitor representatives wearing distinctive costumes or carrying banners or signs, separately or as part of their attire must remain in their contracted exhibit space. Show Management may stop all further demonstrations and promotional activities, including participatory led generation activities or traffic builders, by the exhibitor until the exhibitor has taken appropriate action to ensure there will be no further violations.

8. Sound/Music: Exhibitors may use sound equipment in their booths so long as the noise level does not disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned so as to direct sound into the booth rather than into the aisle. Show Management reserves the right to restrict sounds from any source that interferes with activities in neighboring booths. A maximum of 85dB will be maintained on the show floor at all times. Exhibitors may not exceed a maximum sound level of 85dB measured at a distance of ten (10) feet from the source. If an exhibitor exceeds an acceptable sound level and Show Management's request to lower said levels goes unheeded, Show Management has the option to disconnect the electrical power to that booth. All fees to be incurred by reinstating the electrical power will be the responsibility of the exhibitor in violation.

9. Children: No one under the age of twenty-one is allowed in the exhibit hall on Thursday night during the Exhibit Hall Grand Opening. During move-in and move-out, no one under the age of eighteen may work within or be in the hall.

10. United Soccer Coaches Marks: No logo or trademark logo may be used in conjunction with the United Soccer Coaches logo, without written approval of the association.

11. Violations: United Soccer Coaches reserves the right to restrict exhibits which, because of noise, method of operation, materials or any other reason become objectionable. The association will prohibit or remove any exhibit which, in the sole opinion of the association, may detract from the general character of the show as a whole, or consists of products and/or services inconsistent with the purpose of the show, without liability for any refunds or other exhibit expenses incurred. In the event the exhibitor violates any rules or regulations of the show, the association has, at all times, the right to regain the immediate possession of any space, and all payments shall be forfeited.

12. Subletting: Booths can not be sublet without the prior approval of the association's Exhibit Manager. If approval to sublet a booth has been granted, the subletter must pay the full price for the entire space reserved booth. The subletter must also pay the association the full price for the booth space they are taking over. Violation of this rule will result in both companies losing their booth space in the Exhibit Hall for the upcoming Convention and no refunds will be given.

13. The following steps will be taken to handle any violations:

1st Violation: Verbal Warning and/or written warning from Show Management

2nd Violation: Verbal warning and written warning from Show Management

3rd Violation: \$100 fine payable by opening the next day. Any fine incurred on Saturday will be due prior to registering for next year's show.

14. Payments for booth may not be transferred to future Conventions or other areas of the Convention. No Exceptions.



Shepard Logistics

Complete Transportation Services

Advantages of Shepard Logistics

- 10% material handling discount for round trip SLS customer shipments
- Volume discounting for larger shipments
- Guaranteed price quotes online with online booking and scheduled pick-up
- Preferred and confirmed target times inbound
- Pre-printed bills and shipping labels correctly formatted inbound or outbound
- Free 30-day pre-event storage charges
- Ship direct to show site and avoid warehouse charges when facility permits
- Automated tracking and delivery status reports via email
- No driver waiting time charges inbound or outbound
- No additional trade show fees
- Priority Empty Return Labels to all inbound Logistics Customers
- Guaranteed pick-up outbound from show, with immediate loading following empty return
- Guaranteed on-time delivery to destination city, facility, or warehouse or it is free



Benefits of Shepard Logistics

- Security; immediate outbound loading reduces risk of pilferage or misloading
- Convenience; less paperwork and less tracking
- Efficiency; scheduling travel, labor reliably, and possibly avoiding weekend overtime charges inbound
- Cost Saving; discounting of material handling charge

To take full advantage of the Shepard Advantage, contact

888.568.8858

logistics@shepardes.com



SHIPPING VERSUS MATERIAL HANDLING

WHAT IS SHIPPING?

Shipping is the process of a carrier picking up your items from your office or place of origin and transporting it to the dock of either the advance warehouse or facility dock of your event. It is separate from Material Handling. Exhibitors may use any carrier they want, including Shepard Logistics.



WHAT IS MATERIAL HANDLING?

Material Handling is the process of receiving your shipment from your carrier and managing it through the event cycle. It is a standard tradeshow process and it is a chargeable fee typically based on the weight of your shipment. Don't forget to add Material Handling to your budget!



ONE EASY WAY TO KEEP YOUR CHARGES LOWER?

**Consolidate, Consolidate,
Consolidate!**

Skid items as much as possible so that they are sure to arrive together. Each shipment that arrives at a separate time is assessed the minimum charge. Whether you ship to the advance warehouse or show site it is in your best interest to consolidate as much as possible.

Material Handling Process:

- Unloading the trade show freight from your carrier once it arrives at the receiving dock.
- Transporting your shipment to your booth space.
- Removing empty shipping containers (boxes, crates, and pallets) from your booth.
- Temporarily storing your empty shipping containers during the show.
- Returning empty shipping containers to your booth once the event is over.
- Transferring the freight back to the loading dock.
- Loading the items into your carrier's delivery vehicle for return shipping.



United Soccer Coaches Convention

McCormick Place - Chicago, Illinois

January 10 - 12, 2019

Event Code: I169220119

Connect With Us! email logistics@shepardes.com
phone (888) 568-8858
fax (404) 596-5620
mail 6101 West 80th Street
Indianapolis, IN 46278

Shepard Logistics Services

Step 1: Complete Exhibiting company information:

Exhibiting Company Name _____ Booth # _____

Contact Name _____ Phone # _____ State _____ Zip _____

Email Address _____

Step 2: Tell us the Location of items for pick up:

Company _____

Street Address _____ City _____ State _____ Zip _____

- Is there a loading dock? Do we need a lift gate on our truck?
- Is your building in a residential area? Do we need to go inside your office to pick up your items?
- Any thing else we should know about your building _____

Step 3: Tell us When we are picking it up:

_____ Date _____ Hours of Operation _____

Step 4: Tell us Where this is going: Advance Warehouse Direct to showsite **Wednesday, January 09, 2019**

Step 5: Tell us What we are shipping:

Qty	L	W	H	Weight	Qty	L	W	H	Weight
<input type="checkbox"/> Crates					<input type="checkbox"/> Carpet (color)				
<input type="checkbox"/> Cartons (cardboard)					<input type="checkbox"/> Monitors				
<input type="checkbox"/> Cases/trunks					<input type="checkbox"/> Other				
<input type="checkbox"/> Skids/pallets					<input type="checkbox"/> Total				

Step 6: Tell us what Type of Service do you need (how fast do you need it?)

Standard Ground 2nd day Air Next Day Air Other (Truckload, Specialized) Service level may be changed to meet delivery date. Order must be received within 24 hours of requested pick up date

Step 7: After the event is over, are we going to Ship Back to you? YES! No, I will arrange another carrier

Company _____ Booth # _____

Street Address _____ City _____ State _____ Zip _____

A credit card must be on file to order Shipping Services. Please complete the Payment Authorization form. Shipping services do not include material handling charges at show site. Material handling fees will be charged to the credit card on file.



Print at least one label for each box. Include the exhibiting company name and booth number. If you are creating your own labels, make sure the same information below is on your labels.

Please note that **the warehouse is closed** on Monday, December 24; Tuesday, December 25; Monday, December 31; and Tuesday, January 1 for the holidays.

Shipping Labels

RUSH

ADVANCE WAREHOUSE

TO: _____
(Exhibiting Company Name)

Booth #: _____

Shepard c/oUPSF/J&J Motor Freight

2338 South Indiana Ave

Chicago, IL 60616

Delivery Hours: M-F, 8-4:00 PM

For: _____

United Soccer Coaches Convention

First day freight can arrive w/o a surcharge:
December 13, 2018

Last day freight can arrive w/o a surcharge:
December 28, 2018

RUSH

ADVANCE WAREHOUSE

TO: _____
(Exhibiting Company Name)

Booth #: _____

Shepard c/oUPSF/J&J Motor Freight

2338 South Indiana Ave

Chicago, IL 60616

Delivery Hours: M-F, 8-4:00 PM

For: _____

United Soccer Coaches Convention

First day freight can arrive w/o a surcharge:
December 13, 2018

Last day freight can arrive w/o a surcharge:
December 28, 2018

Advance Shipping Labels

RUSH

DIRECT TO SHOW

TO: _____
(Exhibiting Company Name)

Booth #: _____

c/o Shepard Exposition Services

McCormick Place, West Building, Hall F

2301 S Lake Shore Dr., Ste. 1001

Chicago, IL 60616

For: _____

United Soccer Coaches Convention

MUST NOT BE DELIVERED PRIOR TO:

January 9, 2019 @ 8:00 AM

RUSH

DIRECT TO SHOW

TO: _____
(Exhibiting Company Name)

Booth #: _____

c/o Shepard Exposition Services

McCormick Place, West Building, Hall F

2301 S Lake Shore Dr., Ste. 1001

Chicago, IL 60616

For: _____

United Soccer Coaches Convention

MUST NOT BE DELIVERED PRIOR TO:

January 9, 2019 @ 8:00 AM

Direct Shipping Labels



United Soccer Coaches Convention

McCormick Place - Chicago, Illinois

January 10 - 12, 2019

All outbound shipments require Shepard Outbound Material Handling Authorization form and shipping labels. Shepard offers complimentary pre-printing of these items. To take advantage of this service, please complete this request and submit to Shepard. Your pre-printed MHA and labels will be delivered to your booth prior to the close of the show.

*Note: All third parties must pick up MHA/labels at the Shepard Service Desk.

Event Code: I169220119

Connect With Us!

email	Indianapolis@shepardes.com
phone	(317) 677-1235
fax	(317) 389-5524
mail	6101 West 80th Street Indianapolis, IN 46278

\$\$ Saving Tip!
Use Shepard Logistics for inbound and outbound and receive a discount on your Material Handling fees!

Outbound Material Handling Authorization & Shipping Labels

Step 1: Complete Exhibiting Company Information:

Exhibiting Company Name	Booth #
Contact Name	Phone #
Email Address	

Step 2: Tell us Where your items are going:

Company			
Street Address	City	State	Zip

Step 3 How many Pieces are in your shipment?

_____ # of Crate _____ # of Skids _____ # of Cases _____ # of Cartons _____ Approx Total Weight

Step 4: How many Labels do you need?

Step 5: Who is picking up your shipment?

_____ OFFICIAL SHOW CARRIER: SHEPARD LOGISTICS OTHER _____

If selecting a carrier other than Shepard Logistics, you must schedule the pickup. This includes Fed Ex, UPS, etc.
If using FedEx or UPS you must have and apply their shipping labels.

Step 6: What type of Service do you need? (how fast does it need to get there?)

_____ Ground _____ 2nd Day _____ Overnight

Step 7: If your carrier doesn't show up, what do we do with your items?

_____ Reroute via the show carrier (Shepard Logistics)
_____ Return to warehouse (\$400.00 minimum charge)

In order to process your order, we require payment on file. Please complete the Payment Authorization Form and return to Shepard Exposition Services. If you have already placed an order with Shepard, we will automatically use the credit card on file for your company.



Event Code: I169220119

United Soccer Coaches Convention

McCormick Place - Chicago, Illinois

January 10 - 12, 2019

The blended rates below are based on the listed show schedule.

Connect With Us! email Indianapolis@shepardes.com phone (317) 677-1235 fax (317) 389-5524 mail 6101 West 80th Street Indianapolis, IN 46278

Material Handling Rates

Ship Roundtrip with Shepard Logistics and receive a 10% discount on Material Handling*

Discount does not apply to shipments considered small package, local deliveries, "Light Weight" shipments, or shipments over 10,000 lbs. Roundtrip SLS shipping is required to qualify for discount. (35572)

Important! All Material Handling fees will be automatically billed to the credit card on file!

What is Material Handling?

Material Handling is the unloading and delivery of exhibit freight to the exhibitor's booth on the show floor, the storage of empty containers, the return to booth for packing, and the loading back onto the exhibitor's outbound carrier. This is an automatic service and is billed based on weight. This service, whether used completely or in are part, are billed as a package.

How to Calculate Material Handling Services: The following services whether used completely or in part are offered as a package. When estimating weight, round up to the next 100 lbs. For example: 285 lbs. = 300 lbs./100 lbs. = 3 X RATE = \$ Amount or minimum charge, whichever is greater.

Standard Material Handling Rates: All rates are per 100 pounds with a 200 pound minimum charge. Certified weight tickets are required on all shipments.

Blended Rates: The rates stated are blended to include overtime based on the schedule at publication. Changes in schedule may result in additional fees.

Advance Warehouse Shipments

Weight	Crated	Special Handling	Total
	\$274.00	\$356.25	
35010		35036	

Direct to Showsite Shipments

Weight	Crated	Uncrated	Special Handling	Total
	\$175.50	\$263.25	\$228.25	
35030		35043	35038	

Light Weight (Shipments 40 pounds or less)

Total Shipment	Total
\$137.00	
35400	

Advance Warehouse Tips

Shipments can arrive to the Advance warehouse up to 30 days prior to move in. Single pieces over 5000 pounds or uncrated machines cannot be accepted at warehouse. Advance freight is typically delivered to your booth before direct shipments.

Direct to Show Site Tips

Freight must arrive only during published move in dates and times. Great for last minute shipments. Large pieces of machinery can be accepted.

Light Weight Shipment Tips

Consolidate! Shipments that weigh 40 pounds or less total will receive this special pricing. If you have multiple lightweight shipments, bundle them together so that you are charged for (1) one 40 pound shipment as opposed to multiple charges for shipments that arrive separately and at different days or times. All shipments must have certified weight noted on the package or bill of lading.

Overtime - 30% for each overtime application based on ST rate

Double Time - 50% fee for each double time application based on ST

Early/Late Shipments to Warehouse: A surcharge will apply to shipments not arriving within the published dates (refer to Show Information page for dates) for advance warehouse or arriving on show site

Reweigh of Shipments: An additional charge per forklift load will be applied to shipments that have to be reweighed at the dock due to the lack of a certified weight ticket, or an incorrect or an understated weight on delivery document.

Disposal Fee: A disposal fee & minimum 1 hour labor will be charged for all booth materials (booth displays, flooring, etc.) left unclaimed after show move-out.

We understand that your calculation is only an estimate. Invoicing will be calculated from actual certified weight ticket or reweigh ticket on inbound material handling receiving report. Adjustments will be made accordingly. Any adjustments to charges must be made at show site.

I acknowledge that all Material Handling charges are billable and will be charged to the credit card on file.

Company

Booth #



Card Holder Signature



United Soccer Coaches Convention

McCormick Place - Chicago, Illinois

January 10 - 12, 2019

Discount Deadline **Thursday, December 20, 2018**

Order with complete Payment Authorization must be received before Discount Deadline date to receive discounted pricing.

Labor Hours

- ST - Straight time: Monday-Friday, 8:00 AM - 4:30 PM
- OT - Overtime: Monday-Friday, 4:30 PM - Midnight; all day Saturday
- DT - Double-time: All day Sunday, all other hours and holidays

Event Code: 1169220119

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 phone (317) 677-1235
 fax (317) 389-5524
 mail 6101 West 80th Street Indianapolis, IN 46278

Forklift Rental

GROUND RIGGING FORKLIFT RENTAL

Step 1: Tell us **what** we are moving: # of pieces to be spotted _____ Heaviest piece to be spotted _____

Step 2: **When** are we moving it? Install Date/Time: _____ Dismantle Date/Time: _____
(times are not guaranteed)

Step 3: Describe the **work** to be performed: _____

Step 4: Choose your **lift** size:

Forklift Rental - Up To 5,000 # Capacity

Code	Qty.	Item	Discount	Regular	Amount
35028		ST Hourly Rental	\$475.30	\$618.00	
35039		OT Hourly Rental	\$615.45	\$800.00	
35067		DT Hourly Rental	\$755.65	\$982.25	

Forklift Rental - Up To 20,000 # Capacity

Code	Qty.	Item	Discount	Regular	Amount
35035		ST Hourly Rental	\$1,425.95	\$1,853.75	
35066		OT Hourly Rental	\$1,846.40	\$2,400.25	
35070		DT Hourly Rental	\$2,266.90	\$2,947.00	

Forklift Rental - Up To 10,000 # Capacity

Code	Qty.	Item	Discount	Regular	Amount
35029		ST Hourly Rental	\$950.65	\$1,235.75	
35049		OT Hourly Rental	\$1,230.95	\$1,600.25	
35069		DT Hourly Rental	\$1,511.25	\$1,964.75	

Cranes, Scissor Lifts, and
4 Stage Forklifts are available
upon request.
Contact Us for Pricing!

Rate structure includes forklift and (1) operator only.

Minimum crews are based on scope of work and area jurisdiction. Additional labor and groundmen will be billed at the hourly rate.

The minimum charge for labor and equipment is one (1) hour. Labor and equipment thereafter is charged in half (1/2) hour increments.

Orders cancelled without 24-hour notices will be charged a one (1) hour cancellation fee.

Rigging Supervisor Rates (per man hour)

Code	Qty.	Item	Discount	Regular	Amount
35085		ST per man hour	\$186.88	\$242.95	
35086		OT per man hour	\$280.31	\$364.40	
35099		DT per man hour	\$373.75	\$485.90	

Riggers and Material Handlers (per man hour)

Code	Qty.	Item	Discount	Regular	Amount
35087		ST per man hour	\$149.50	\$194.35	
35100		OT per man hour	\$224.25	\$291.55	
35101		DT per man hour	\$299.00	\$388.70	

The minimum charge for labor and equipment is one (1) hour. Labor and equipment thereafter is charged in half (1/2) hour increments.

Orders cancelled without 24-hour written notice will be charged a one (1) hour cancellation fee.

Signature indicates you read and accept the Payment Policy and Terms & Conditions.

No refunds or exchanges once item has been delivered to your booth.

Cancellations must be received in writing within 48 hours of 1st day of exhibitor move in.

Total Forklift: _____
 9.000% Tax*: _____
 Amount Due: _____

Company Name: _____ Booth # _____

Contact Name

Contact Email Address



Card Holder Signature



What is material handling (also referred to as drayage)?

Material handling is the process of unloading your freight from your shipping carrier, either at the warehouse or show site, delivering it to your booth, storing your empty containers (empties) if required, returning of your empties at the close of show, and then reloading your freight back onto your shipping carrier.

What is the definition of "freight"?

Any exhibit materials shipped or delivered to the advance warehouse or show facility via shipping carrier, POV, or delivery truck.

What is the difference between material handling and shipping?

Shipping is the process of carrying your shipment from your location, pick-up area to its destination and also the process of returning your shipment back to your location after the close of the show. Material handling begins at the time your shipment arrives to the docks (please refer to "What is material handling?" for the full definition.) These are 2 different items and are billed differently.

Do I need to order a fork lift to unload or reload my freight?

No, please do not order a forklift for unloading/reloading of your materials.

What does CWT mean?

CWT is an acronym for Century Weight. Your crated shipment is billed per 100 lbs.

What determines how much I'm charged?

Charges are based off the weight from your inbound weight ticket included with your shipment.

How do I calculate material handling charges?

Material handling services whether used completely or in part are offered as a package. When recording weight, round up to the next 100 lbs. EXAMPLE: 285 lbs. = 300 lbs./100 lbs. = 3 X RATE = \$ Amount or minimum charge, whichever is greater.

Will there be any additional charges?

Additional charges may apply. Please review the Material Handling Authorization and Material Handling Additional Services forms included in the manual for all applicable fees

What are Light Weight shipments?

All shipments regardless of carrier that weigh 40 pounds or less. Shipments need to have certified weight tickets or other verifiable weight noted upon delivery. Shipments without certified weight tickets may be subject to special handling or reweigh fees. Packages that arrive separately at different times or days will be billed separately.

All shipments, regardless of carrier, weighing 41 lbs and up will be billed using the standard material handling rates listed in the kit and billed at a 200 lb minimum as usual

How do I calculate my Light Weight shipment?

Charges for Light Weight shipments are total shipment weight, per delivery. Any shipment above 40lbs will not qualify for this rate. Please be advised that your whole shipment may not arrive to its destination at one time. Therefore you may be charged per each delivery.

What are Crated materials?

Materials delivered that are skidded or in a container that can easily be unloaded/reloaded with no special handling required.

What are Uncrated materials?

Materials delivered that are loose, pad-wrapped or unskidded without proper lifting bars and/or hooks.

What is Special Handling?

Shipments delivered that require extra labor for stacking or unstacking containers on a truck, tarping or untarping freight or containers, or rigging pieces for loading or unloading on a truck or from the ground, or other circumstances requiring the rehandling of materials. Cannot be completed solely with one forklift and operator.

What are Advance Shipments?

All shipments that are addressed to the advance warehouse address (please refer to "Advance Warehouse" shipping labels included in this manual)

Shepard will begin accepting your shipments 30 days prior to first show open day (date may vary depending on show schedule)

The warehouse will receive shipments Monday-Friday, 8:00am - 4:00pm, excluding holidays

Shipments must arrive by advance warehouse deadline date to avoid a late surcharge. (Please refer to the "Show Information" page included with this manual for deadline date.

Crates, cartons, skids, fiber cases, and carpets can be accepted at the warehouse, but DO NOT ship crates weighing over 5,000 lbs., loose/uncrated shipments and/or machinery to warehouse. You must ship those items direct to show site.

All shipments must have a bill of lading or delivery slip indicating number of pieces and weight. Certified weight tickets required

All shipments must be prepaid, no collect on delivery shipments will be accepted.

What are Direct Shipments?

All shipments that are addressed directly to the exhibit facility (please refer to "Direct to Show" shipping labels included in this manual).

Shipments must arrive during published exhibitor move-in times only. Do not ship direct to show site in advance. If delivery cannot be guaranteed to arrive during exhibitor move-in, shipment must go to advance warehouse.

All shipments must have a bill of lading or delivery slip indicating number of pieces and weight. Certified weight tickets required.

Crates weighing over 5,000 lbs. or loose/uncrated shipments must be shipped direct to show site to arrive during exhibitor move-in times.

All shipments must be prepaid, no collect on delivery shipments will be accepted.

What is and why would I need liability insurance?

Accidents happen, therefore, most show organizers and facilities require liability insurance. Please refer to your booth contract for exact minimums required.

Please make sure your materials are covered from the moment they leave your company location to the time they return after the close of the show

If applicable, included in your manual is information and an application for liability insurance and booth coverage can also be purchased to protect your valuable exhibit material:

Outbound Shipping

You must complete a Shepard Material Handling Agreement (MHA) for all outbound shipments. A MHA will be distributed at show site if all services have been paid in full, or you can request one at the customer service desk.

Upon completion of packing and labeling of your materials, complete the bill of lading with all required information, and return to customer service. If you have questions on how to complete your bill of lading, please ask a Shepard customer service representative located at the customer service desk.

If you are NOT using the designated shipping carrier, you must call your carrier with pick-up information. If your carrier fails to pick up your shipment, Shepard will either reroute your freight through the carrier of our choice or return to the local warehouse (whichever is indicated on your MHA).



United Soccer Coaches Convention

McCormick Place - Chicago, Illinois

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 Indianapolis, IN 46278

Material Handling Info

SPECIAL HANDLING DEFINITIONS Rate as shown on Material Handling Rate Form, approx 30%

Shipments received that are packed in a manner as to require additional handling/labor are deemed special handling. Examples of shipments falling into this category would be constricted space unloading, ground unloading, stacked shipments, designated piece unloading, shipment integrity, mixed shipments, no bill of lading or documentation, carpet/pad only shipments.

- Constricted Space - Freight packed in trailer to full capacity. Shipments are not easily accessible because trailer is loaded by cubic space, or top to bottom and side to side.
- Stacked Shipments - Shipments with multiple pieces stacked on top of one another throughout the majority of the truck or trailer requiring unstacking during the unloading process.
- Mixed Shipments - Mixed shipments are shipments that contain a mixture of uncrated and crated materials, and the uncrated portion is minimal deeming the shipment special handling but not uncrated. But in cases where greater than 50% of the load by volume is uncrated the load will be categorized as uncrated.
- Shipment Integrity - Shipments loaded on a carrier in a manner requiring separating or sorting to reestablish the integrity of each shipment.
- Carpet/Pad Only - Carpet and/or pad only shipments are time and labor intensive, and require additional manpower and tools (e.g. carpet poles, flatbed carts or scooters, dollies).
- No Documentation - Shipments received from small package carriers (including, among others, Fed Ex, UPS, & DHL) that are delivered without documentation or bills of lading that require additional sorting, processing, and tools for delivery.
- Designated Piece Unloading - Shipments loaded in such a manner that require the unloading/loading crew to be directed by driver remove items in a particular order, or unloading and reloading items to reach certain pieces behind others remaining on the trailer.

Padded Van DeliveriesL This applies to van line carriers that transport freight at cubic displacement rates, operate a non-standard dock height equipment, require freight on the truck to be unloaded in a specific order or orientation, or require that freight on the truck be moved to unload the actual delivery.

DISPOSAL FEE Fee: .75 Per Lb Labor Rate \$149.50 Per Hour (OT/DT may apply)

A disposal fee & minimum 1 hr labor will be charged for all booth materials (booth displays, flooring, etc.) that are left unclaimed after show move-out.

OVERTIME/DOUBLE TIME Surcharge: Overtime: 30% Double Time: 50%

Shipments that are moved and/or handled on overtime and/or double time hours will incur a surcharge based on the handling times noted on the receiving/shipping documents. Drivers picking up outbound shipments will be sequenced for loading ONLY after a bill of lading is submitted to the Shepard Service Desk AND the driver has checked in.

WAREHOUSE OVERTIME/DOUBLE TIME Surcharge: Overtime: 30% Double Time: 50%

Advanced shipments may be received during straight time hours at the warehouse location, however an overtime/double time surcharge may be applied to an advanced warehouse shipment due to required delivery schedule based on show move-in and move out hours beyond our control. This would also be true if freight was received after hours at the warehouse trapping facility.

EARLY/LATE SHIPMENTS TO WAREHOUSE Surcharge: 25% Minimum: \$50.00 35003

A surcharge will apply to shipments not arriving within the published dates (refer to Show Information page for dates) for advance warehouse or arriving on show site after show opening. Any shipment arriving to showsite after show open will be charged a surcharge.

UNCRATED SHIPMENTS Rate as shown on Material Handling Rate Form

An additional charge of 50% (or as stated on Material Handling Authorization page) of the applicable material handling charge at the time of delivery shall be charged for all loose, uncrated, or unprotected shipments received at the show site docks. The charge is a one-time charge that includes both move-in and move-out of the show, and is based on the weight of the shipment handled.

OFF-TARGET DELIVERIES Surcharge: 15% Minimum: \$50.00 35004

For targeted shows (exhibitors who received/requested a Targeted Date/Time), a surcharge will apply if shipment is not delivered (or carrier has not checked in) during assigned target date/time.

MARSHALING YARD Surcharge: \$30 per Shipment 35250

Where Shepard Exposition Services as the show contractor must lease space for marshaling yard operations because no space is provided by the facility, Shepard may charge a one time fee per shipment processed inbound and/or outbound through the marshaling yard.

REWEIGH OF SHIPMENTS Surcharge: \$25.00 per forklift load 35282

An additional charge per forklift load will be applied to shipments that have to be reweighed at the dock due to the lack of a certified weight ticket, or an incorrect or understated weight on a delivery document.

EMPTY CRATE STORAGE Surcharge: \$25.00 per piece, Minimum \$50.00 35105

A charge per crate, carton or skid applies when Shepard handles the storage and return of empties from a shipment not received by Shepard and therefore not subject to material handling charges.

LIGHT WEIGHT SHIPMENTS

Shipments weighing 40lbs or less will qualify for the light weight shipment rate. Shipments exceeding 40lbs will be billed standard Material Handling fees at the prevailing show rates. All shipments must have certified weight tickets. Shipments without certified weight will be subject to special handling or reweigh fees.

ENVELOPE DELIVERIES Surcharge: \$10.50 per envelope 35007

During show hours at the show facility, a charge will apply to receiving and delivering envelope packages to your booth.

MOBILE SPOTTING Fee: \$ 225.00 per round trip 35106

All vehicles must be escorted in and out of building by Shepard personnel.



Mobile/Vehicle Spotting

United Soccer Coaches Convention

McCormick Place - Chicago, Illinois

January 10 - 12, 2019

Discount Deadline **Thursday, December 20, 2018**

Event Code: 1169220119

Connect With Us!

email	Indianapolis@shepardes.com
phone	(317) 677-1235
fax	(317) 389-5524
mail	6101 West 80th Street Indianapolis, IN 46278

Displaying a vehicle at the event? (including rolling stock, self-propelled, towed and/or pushed vehicles/machinery.)
 All vehicles must be escorted on and off the floor by a Shepard representative.
 Shepard charges a round-trip fee, per vehicle, to place a vehicle on the tradeshow floor.

Step 1: If you have a vehicle, make sure it is shown on the official floorplan by alerting Customer Service or your Event Management.

Step 2: Contact Customer Service to **schedule** your move in and out. Vehicle placement must be supervised by the Exhibitor.

All vehicles must be removed no later than **Saturday, January 12, 2019** **10:00 PM**
 Any vehicles left after that time are subject to removal by towing or other means. Exhibitors are responsible for all removal charges.

Important Rules and Regulations

Battery Cables must be disconnected
 Gas Cap must either be taped shut or have a lockable gas cap.
 Must contain less than 1/4 tank of gas.
 Keys must be given to Shepard Exposition Services to be held onsite.
 Exhibitor is responsible for checking local Fire Marshal rules and regulations for additional requirements.

Code	Qty	Item	Roundtrip
35106		Motorized Unit/Vehicle Spotting	\$ 225.00

*Additional fees may apply if mobile spot cannot be driven into place and must be assisted or if scheduled mobile spot time is missed.

Signature indicates you read and accept the Payment Policy and Terms & Conditions.

No refunds or exchanges once item has been delivered to your booth.

Cancellations must be received in writing within 48 hours of 1st day of exhibitor move in.

Total Bar: \$	
9.000% Tax*: \$	
Amount Due: \$	

Company Name: _____ Booth# _____

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



United Soccer Coaches Convention

McCormick Place - Chicago, Illinois

January 10 - 12, 2019

Event Code: I169220119

Connect With Us! email Indianapolis@shepardes.com
 phone (317) 677-1235
 fax (317) 389-5524
 mail 6101 West 80th Street
 Indianapolis, IN 46278

Cartload Service

Cartload services are provided to those exhibitors arriving in privately-owned vehicles and have small hand-carried items that need to be delivered to and from the dock/booth location.

If you arrive with a truck, van, trailer, or truck with trailer filled with exhibit material you will not qualify for this service and will be redirected.

No personal trucks (one (1) ton & over), no rental trucks, trailers, or bobtails will be unloaded through cartload service.

All items must fit on flat bed cart (approximately 3'x4' in size) and weigh less than 200 pounds. If items are designated by Shepard personnel to be too large or too heavy, materials will be billed at regular material handling rates.

Your vehicle must unload on the receiving dock of the exhibit hall. Shepard personnel will direct vehicles. The cart is not authorized to enter or go to any parking structure. There must be two (2) people with the vehicle; one person to go with your product to the booth space and one person to remove your vehicle from the unloading area to the parking area.

Code	# of Trips	Item	Rate	Total
35151		Dock to Booth ST	145.00	
35152		Booth to Dock ST	145.00	
35153		Dock to Booth OT	145.00	
35154		Booth to Dock OT	145.00	



Cartload Service includes one laborer, one cart, one trip per rate listed above

ST - Straight time: Monday-Friday, 8:00 AM - 4:30 PM
 OT - Overtime: Monday-Friday, 4:30 PM - Midnight; all day Saturday
 DT - Double-time: All day Sunday, all other hours and holidays

Total Estimate: \$ _____
 9.000% Tax*: \$ _____
 Amount Due: \$ _____

Signature indicates you read and accept the Payment Policy and Terms & Conditions.

No refunds or exchanges once item has been delivered to your booth.

Cancellations must be received in writing within 48 hours of 1st day of exhibitor move in.

Rental items found and in use in your booth are subject to "Standard" pricing.

Company Name: _____

BOOTH: _____

Contact Name

Contact Email Address



Card Holder Signature



United Soccer Coaches Convention

McCormick Place - Chicago, Illinois

January 10 - 12, 2019

Discount Deadline Thursday, December 20, 2018

Event Code: I169220119

Connect With Us! email Indianapolis@shepardes.com phone (317) 677-1235 fax (317) 389-5524 mail 6101 West 80th Street Indianapolis, IN 46278

On-site Storage

Onsite Storage is used when you have product you need to replenish during the event, or if you have items you don't want stored with the empty crates. Do not use this service for "Empty" storage.

Step One: Tell us who you are:

Exhibiting Company Name Booth #

Onsite Contact Onsite Cell Phone #

For liability reasons, only shipments for which material handling drayage charges have been paid to Shepard will be eligible for Shepard storage services.

All packages must be properly packed & labeled. Shepard Exposition Services' limit of liability will be \$5.00 per pound or \$500.00 per package or container, whichever is less. No uncrated material will be accepted at the warehouse.

Step Two: Choose the Type of storage to fit your needs

Accessible Storage Use this type when you need to pull items out of storage during the show.

Materials in Accessible Storage will be accessible during the event, but not necessarily by exhibitors. The charge for Accessible Storage is a daily storage fee plus a per hour labor fee each time materials are moved. (\$100.00 Minimum)

Table with columns: (35166), Per Day, Pallets/Skids, 1/2 a Trailer, Full Trailer, Labor ST, OT, DT. Values include \$35.00, \$80.00, \$120.00, \$149.50, \$224.25, \$299.00 and codes 35166, 35348, 35349, 35087, 35100, 35101.

For both storage options, there is no charge to return items back to your booth at the end of the event.

Secured Storage Use this type only if you do not need your items again until the end of the event.

Materials will be placed into secured storage and will be returned to your booth after the close of the show. The materials will be accessible during the show by Shepard personnel only. A minimum one-hour material handling labor charge at show rates will apply each time material is handled to or from storage. (\$100.00 Minimum).

Table with columns: (35068), Per Sq Ft, Labor ST, OT, DT, Sq Ft, # of Days, Total. Values include 0.80, \$149.50, \$224.25, \$299.00 and codes 35087, 35100, 35101.

Signature indicates you read and accept the Payment Policy and Terms & Conditions.

No refunds or exchanges once item has been delivered to your booth.

Cancellations must be received in writing within 48 hours of 1st day of exhibitor move in.

Rental items found and in use in your booth are subject to "Standard" pricing.

Total Onsite Storage: \$ 9.000% Tax*: \$ Amount Due: \$

Company Name: Booth #

Contact Name

Contact Email Address



Card Holder Signature



United Soccer Coaches Convention

McCormick Place - Chicago, Illinois

January 10 - 12, 2019

Discount Deadline **Thursday, December 20, 2018**

Event Code: 1169220119

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Indianapolis, IN 46278

Warehouse Storage

Warehouse Storage is used when you need a place to store your exhibit or product for days, weeks, or even until your next event.
Pricing:

Warehouse storage rates are billed **\$10.00 per cwt per month** (\$100.00 a month minimum charge) 35006
Each shipment returned to the warehouse for storage will be billed **\$20.00 per cwt** (\$400.00 minimum) 35005
Onsite Material Handling fees do not include transportation or handling to and from the warehouse.

For liability reasons, only shipments for which material handling drayage charges have been paid to Shepard will be eligible for Shepard storage services.

All packages must be properly packed & labeled. Shepard Exposition Services' limit of liability will be \$5.00 per pound or \$500.00 per package or container, whichever is less. No uncrated material will be accepted at the warehouse.

Step One: Tell Us Who You Are:

Exhibiting Company Name _____ Booth # _____
Onsite Contact _____ Onsite Cell Phone # _____
Email Address _____

Step Two: Tell Us What You Are Storing:

How many pieces? _____

What are the dimensions of each piece?

	Length	Width	Height	Weight	Crate or Skid?
Piece 1					
Piece 2					
Piece 3					
Piece 4					
Piece 5					
Piece 6					

	Length	Width	Height	Weight	Crate or Skid?
Piece 7					
Piece 8					
Piece 9					
Piece 10					
Piece 11					
Piece 12					

Step Three: How Long Are We Storing Your Items?

From Date _____ To _____ Fees will continue until storage is picked up.

Step Four: What Do We Do With Your Items At The End Of The Storage Period?

Ship to another destination via Shepard Logistics* Transport to another Shepard event*
 Pick-up is arranged with another carrier: *Additional fees will apply

It is the exhibitor's responsibility to make all arrangements for shipping, including utilizing Shepard Logistics. Items **will not** automatically be taken to the next event. Exhibitor should contact Shepard approximately 2 weeks prior to any storage movement.

Estimated Warehouse Storage: \$ _____
9.000% Tax*: \$ _____
Amount Due: \$ _____

Signature indicates you read and accept the Payment Policy and Terms & Conditions.

Storage Items will not be stored or released without a valid credit card on file.



Printed Name



Card Holder Signature



United Soccer Coaches Convention

McCormick Place - Chicago, Illinois

January 10 - 12, 2019

Event Code: I169220119

Connect With Us!

email	Indianapolis@shepardes.com
phone	(317) 677-1235
fax	(317) 389-5524
mail	6101 West 80th Street Indianapolis, IN 46278

Marshaling Yard/ASUV Hours

Show Site Address

McCormick Place, West Building, Hall F
2301 S Lake Shore Dr., Ste. 1001
Chicago, IL 60616

Marshaling Yard Address

3050 Moe Dr
Chicago, IL 60616

Marshaling Yard Hours of Operation

General Move In

Wednesday, January 09, 2019
Thursday, January 10, 2019

Hours

7:00 AM – 7:00 PM
7:00 AM – 4:00 PM

Exhibitor Move Out

Saturday, January 12, 2019

Hours

8:00 AM – 10:00 PM

All drivers MUST be checked in by 10:00 PM Saturday, January 12, 2019

ASUV Check-in Hours of Operation

General Move In

Wednesday, January 09, 2019

Hours

9:00 AM – 2:30 PM

Exhibitor Move Out

Saturday, January 12, 2019

Hours

5:00 PM – 8:30 PM

If you are unable to move-in or move-out during these scheduled times, please proceed to Parking Lot A across from Hall F to park and hand carry your items per the Labor Jurisdictions included in this manual.

Please see the next two pages for a map and directions to the ASUV check-in area and the Marshaling Yard.



United Soccer Coaches Convention

McCormick Place - Chicago, Illinois

January 10 - 12, 2019

Event Code: I169220119

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mail 6101 West 80th Street
Indianapolis, IN 46278

Marshaling Yard/ASUV
Directions

Show Site Address

McCormick Place, West Building, Hall F
2301 S Lake Shore Dr., Ste. 1001
Chicago, IL 60616

Marshaling Yard Address

3050 Moe Dr
Chicago, IL 60616

Directions to the ASUV check-in area and Marshaling Yard

From Downtown Chicago:

Proceed South on Lake Shore Drive. Exit at 31st Street making a right turn at the light. Make another immediate hard right turn onto Moe Drive (the McCormick Place service drive that is West of Lake Shore Drive). Proceed North on Moe Drive – the ASUV check-in area will be on your left.

From I-55 (Stevenson Expressway):

Merge South onto Lake Shore Drive. Exit at 31st Street making a right turn at the light. Make another immediate hard right turn onto Moe Drive (the McCormick Place service drive that is West of Lake Shore Drive). Proceed North on Moe Drive – the ASUV check-in area will be on your left.

From I-90/94 (Kennedy/Edens Expressways):

Proceed South on I-90/94 exiting onto I-55 North (Stevenson Expressway). Merge onto South Lake Shore Drive. Exit at 31st Street making a right turn at the light. Make another immediate hard right turn onto Moe Drive (the McCormick Place service drive that is West of Lake Shore Drive). Proceed North on Moe Drive – the ASUV check-in area will be on your left.

From I-290 (Eisenhower Expressways):

Proceed East on I-290. This will become the Congress Parkway. Proceed on Congress Parkway to Columbus Drive. Proceed South on Columbus Drive, which will merge into Lake Shore Drive - proceed South on Lake Shore Drive. Exit at 31st Street making a right turn at the light. Make another immediate hard right turn onto Moe Drive (the McCormick Place service drive that is West of Lake Shore Drive). Proceed North on Moe Drive – the ASUV check-in area will be on your left.

From Northbound Lake Shore Drive:

Exit at 31st Street making a left turn at the light. Go just past the next light and make turn right onto Moe Drive the McCormick Place service drive that is West of Lake Shore Drive). Proceed North on Moe Drive – the ASUV check-in area will be on your left.

From 31st Street:

Proceed East on 31st Street to Moe Drive. Turn left right onto Moe Drive, the McCormick Place service drive immediately West of Lake Shore Drive. Proceed North on Moe Drive – the ASUV check-in area will be on your left.

Please see the next page for a map to McCormick Place and the ASUV check-in area or the Marshaling Yard and the previous page for yard hours.



United Soccer Coaches Convention

McCormick Place - Chicago, Illinois

January 10 - 12, 2019

Event Code: I169220119

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fax	(317) 389-5524
mail	6101 West 80th Street Indianapolis, IN 46278

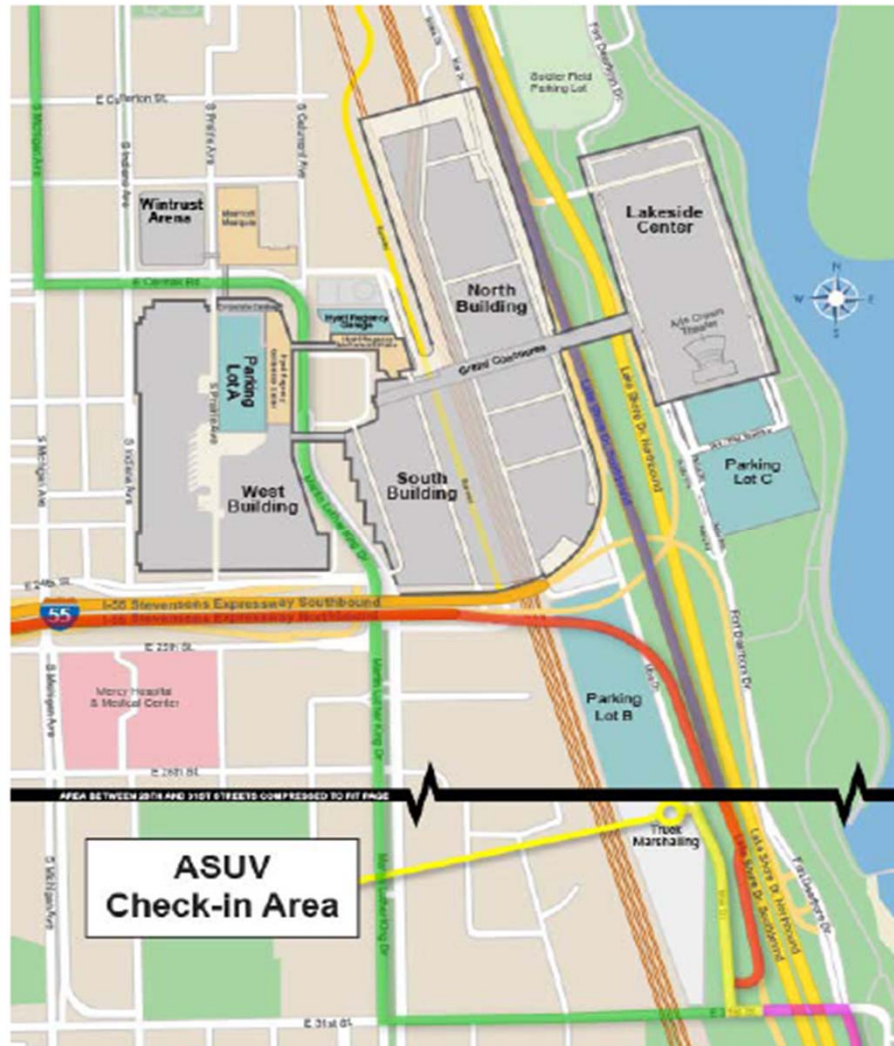
Marshaling Yard/ASUV Map

Show Site Address

McCormick Place, West Building, Hall F
2301 S Lake Shore Dr., Ste. 1001
Chicago, IL 60616

Marshaling Yard Address

3050 Moe Dr
Chicago, IL 60616



Please see the previous page for directions to the ASUV check-in area and the Marshaling Yard.



Agility

Fairs & Events

The experts in International Event Logistics

Agility Fairs & Events is the preferred International Freight Forwarder and Customs Broker for Shepard Exposition Services events.

Our complete services include:

- Shipment planning—packaging, documentation, scheduling
- Door pick-up at the overseas origin
- International shipping and Customs clearance at US air/port
- Final delivery to the Shepard advance warehouse or show dock
- Pick-up at the show site dock or Shepard warehouse
- Preparation of export documents
- International shipping and Customs clearance overseas
- Final delivery to the overseas return destination

**Single point of contact
for international shipping
from door to door:**

Agility Fairs and Events
1 100 Tamiami Trail S.
Suite B
Venice, FL 34285
Tel: 714-617-6675
Contact: Kelly O'Neill-Exley
koneill@agility.com
www.agility.com/fairsevents
expousa@agility.com

**Get a free quote for international shipping at:
www.agility.com/en/contact-fairs-events**



www.aglfairslogistics.com/usaebrochure/



United Soccer Coaches Convention

McCormick Place - Chicago, Illinois

January 10 - 12, 2019

Discount Deadline **Thursday, December 20, 2018**

Order with complete Payment Authorization and graphics must be received before Discount Deadline date to receive discounted pricing.

Event Code: I169220119

Connect With Us!

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 mail 6101 West 80th Street
 Indianapolis, IN 46278

Booth and Carpet Cleaning

As the General Service Contractor, Shepard has the exclusive cleaning contract for this show. Other service contractors will not be permitted to provide this service on the show floor.

Booth Vacuuming



Vacuum Once

Code	Sq Ft	Service	Discount	Regular	Total
47050		0-399 sq. ft	\$0.60	\$0.80	
47051		400-900 sq.ft.	\$0.55	\$0.70	
47052		900+ sq. ft	\$0.50	\$0.65	

Daily Vacuum

Code	Sq Ft	Service	Discount	Regular	Total
47055		0-399 sq. ft	\$1.80	\$2.35	
47056		400-900 sq.ft.	\$1.65	\$2.15	
47057		900+ sq. ft	\$1.50	\$1.95	

Did you know....

Booth carpet is the first product installed on an exhibit floor. While carpet is installed clean, it will get dirty during the move in process due to debris in the air, aisles and other exhibitors. It is always recommended to order a one time vacuuming prior to the show opening.

Porter Service (includes emptying wastebaskets within the booth every two hours during the show)



Code	Sq Ft	Service	Discount	Regular	Total
47030		One Time Porter	\$0.60	\$0.80	
47031		Daily Porter	\$1.80	\$2.35	

Specialty Services

Mopping and Carpet Shampooing



Code	Sq Ft	Service	Discount	Regular	Total
47042		Mop One Time	\$0.75	\$1.00	
47022		Mop Daily	\$1.95	\$2.55	
47013		Sham/One Time	\$0.75	\$1.00	

Display Wipe Down (invoiced by man hours)



Code	Hours	Service	ST	OT	Total
47043		One Time	\$194.35	\$291.53	
47044		Daily	\$194.35	\$291.53	

If you have any issues at all regarding cleaning during the show, please contact the Service Desk immediately so we can make it right. Please do not wait until the end of the event.

Vacuuming, Porter Service, Mopping, and Shampooing are based on total booth sq ft regardless of area being cleaned. Minimum order of 100 sq ft.

Signature indicates you read and accept the Payment Policy and Terms & Conditions.

No refunds once the service has been performed in your booth.

Cancellations must be received in writing within 48 hours of 1st day of exhibitor move in.

Total Cleaning: \$ _____

NA Tax*: \$ _____

Amount Due: \$ _____

Company Name: _____ Booth # _____

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



United Soccer Coaches Convention

McCormick Place - Chicago, Illinois

January 10 - 12, 2019

Discount Deadline **Tuesday, December 11, 2018**

Order with complete Payment Authorization and graphics must be received before Discount Deadline date to receive discounted pricing.

Event Code: I169220119

Connect With Us!

email Indianapolis@shepardes.com
phone (317) 677-1235
fax (317) 389-5524
mail 6101 West 80th Street
Indianapolis, IN 46278

Signature Flooring

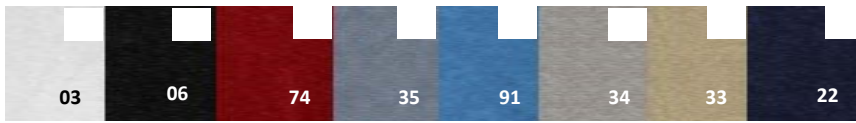
Please note that the booths are provided with red carpet

Quick and Easy Luxury!

Step One: Choose the flooring to enhance your design
Step Two: Check the box of your selected color
Step Three: Determine your booth size (length x width = square footage)

Order must be received 30 days in advance of show move in. 100 sq ft minimum

Premium Plush Carpet 50 oz



White Black Crimson Dark Grey Electric Blue Silver Dollar Sand Navy

Code	Sq Ft	Item	Per Sq Ft	Amount
46004		Premium	\$13.30	

Rental includes installation and removal of carpet and visqueen. Minimum 100 sq. ft. required.

Premium Vinyl Flooring



Light Maple (83) Vineyard Brown (61) Laurel Brown (62) Mountain Grey (63) Snow (89) Checkerboard (82) Rosemary Stone (64)

Elevated Hardwood



Stand above the rest with an Elevated Hardwood Floor! Contact an ESS Representative for pricing!

Code	Sq Ft	Item	Per Sq Ft	Amount
46005		Premium	\$17.20	

Code	Sq Ft	Item	Per Sq Ft
50712		Light Oak	Call for Quote!
50711		Dark Oak	Call for Quote!

Labor not included in hardwood flooring. Please order labor for the installation of your elevated floor.

Code	Sq Ft	Item	Per Sq Ft	Amount
46007		1/2" Padding for Vinyl	\$6.30	

Signature indicates you read and accept the Payment Policy and Terms & Conditions. Due to the custom nature of this product, no refunds or exchanges once item has been ordered.

Total Signature Flooring: \$
9.000% Tax*: \$
Amount Due: \$

Company Name: _____ Booth # _____

Contact Name

Contact Email Address



Card Holder Signature



United Soccer Coaches Convention

McCormick Place - Chicago, Illinois

January 10 - 12, 2019

Discount Deadline **Thursday, December 20, 2018**

Order with complete Payment Authorization and graphics must be received before Discount Deadline date to receive discounted pricing.

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Indianapolis, IN 46278

Carpet and Padding

Please note that the booths are provided with red carpet

Order in just 3 Easy Steps!

- Step One:** Choose the carpet to fit your budget
- Step Two:** Check the box of your selected color
- Step Three:** Determine your booth size (length x width = square footage)

Premium Carpet 28 oz, 100% Ultra cut pile with action back or jute backing



Code	Qty	Item	Discount	Regular	Amount
46001		Rental/sqft	\$9.60	\$12.50	
46003		Rental 1000+ sqft	\$10.60	\$13.80	
46002		Purchase sqft	\$23.55	\$30.60	

Rental includes installation and removal of carpet and visqueen. Minimum 100 sq. ft. required.
Minimum 100 sq. ft. is required for purchase carpet. No refunds on cancellations.

Padding & Visqueen Entice attendees to linger in your space with soft, comfortable padding!

Code	Qty	Item	Discount	Regular	Amount
50009		1/2" Padding	\$1.75	\$2.30	
50008		1" Padding	\$3.40	\$4.40	
50010		Visqueen	\$0.55	\$0.70	

Need something extra special? Check out our Signature Flooring Option Page

Expo Carpet 13 oz. 2 Options: Regular and Special Cut!



Regular Booth Sizes, Great for inline booths!

Code	Qty	Item	Discount	Regular	Amount
50255		10' x 10'	\$335.95	\$436.75	
50256		10' x 20'	\$626.85	\$814.90	
50257		10' x 30'	\$934.95	\$1,215.45	
50258		10' x 40'	\$1,243.05	\$1,615.95	

Variation in dye lot may occur when ordering more than one cut of carpet unless ordered as Special Cut Carpet.

Special Cut, Recommended for Island and large area exhibits!

Code	Qty	Item	Discount	Regular	Amount
50580		0 - 399 sq ft*	\$9.15	\$11.90	
50581		400 - 900 sq ft	\$8.35	\$10.85	
50582		900+ sq ft	\$7.65	\$9.95	

Order Special Cut when it is important that dye lots match. Rental includes installation and removal of carpet and visqueen protective covering.

Prices quoted above include installation and taping of front edge only. All rental carpet is delivered clean to your booth space, but during setup, carpet may become dirty. **Please order cleaning service at least once before show opening.**

Signature indicates you read and accept the Payment Policy and Terms & Conditions.

Total Carpet and Padding: \$ _____
 9.000% Tax*: \$ _____
 Amount Due: \$ _____

There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in writing within 14 days prior to first exhibitor move in day. No refunds on "Special Cut" carpet once order is placed.

Rental items found and in use in your booth are subject to "Regular" pricing.

Company Name: _____ Booth # _____

Contact Name

Contact Email Address



✕
Card Holder Signature



United Soccer Coaches Convention

McCormick Place - Chicago, Illinois

January 10 - 12, 2019

Discount Deadline Thursday, December 20, 2018

Order with complete Payment Authorization must be received before Discount
Deadline date to receive discounted pricing.

Regular Skirted Tables



Choose drape color (place color code next to order):

Red (01) White (03) Blue (05) Burgundy (07)
Green (02) Gold (04) Black (06) Grey (10) Teal (13)

Unskirted Regular Tables



Table is delivered with plastic sheeting on top

Stretch Fabric Table Covers



Modernize
your look!

Signature indicates you read and accept the Payment Policy and Terms & Conditions.

There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in writing within 14 days prior to first exhibitor move in day. No refunds or cancellations on Stretch Fabric once order is placed.

Rental items found and in use in your booth are subject to "Regular" pricing.

Company Name: _____ Booth # _____

Event Code: I169220119

Connect With Us! email Indianapolis@shepardes.com
phone (317) 677-1235
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mail 6101 West 80th Street
Indianapolis, IN 46278

Expo Tables

Skirted tables are skirted on 3 sides, you must order 4th side skirt for all sides to be draped on 6' and 8' tables

Code	Qty.	Color	Size	Discount	Regular	Total
50042			4'L X 30"H X 24" W	\$187.30	\$243.50	
50046			6'L X 30"H X 24"W	\$230.20	\$299.25	
50050			8'L X 30"H X 24"W	\$291.85	\$379.40	
50043			4'L X 42"H X 24"W	\$227.65	\$295.95	
50047			6'L x 42"H x 24"W	\$291.55	\$379.00	
50051			8'L x 42"H X 24" W	\$342.90	\$445.75	
50052			4th Side 30"	\$113.85	\$148.00	
50171			4th Side 42"	\$113.85	\$148.00	

Code	Qty.	Size	Discount	Regular	Total
50040		4'L X 30"H X 24" W	\$133.45	\$173.50	
50044		6'L X 30"H X 24"W	\$159.25	\$207.05	
50048		8'L X 30"H X 24"W	\$187.75	\$244.10	
50041		4'L X 42"H X 24"W	\$150.30	\$195.40	
50045		6'L x 42"H x 24"W	\$187.75	\$244.10	
50049		8'L x 42"H X 24" W	\$209.50	\$272.35	

Code	Qty.	Item	Regular	Total
50700		White - Fabric Table Cover w/ Table	\$341.40	
50700		Red - Fabric Table Cover w/Table	\$341.40	
50700		Blue - Fabric Table Cover w/Table	\$341.40	
50700		Black - Fabric Table Cover w/Table	\$341.40	

Stretch Fabric Table Covers must be ordered 30 days in advance

Total Tables: \$ _____
9.000% Tax*: \$ _____

Amount Due: \$ _____

Contact Name

Contact Email Address



Card Holder Signature



United Soccer Coaches Convention

McCormick Place - Chicago, Illinois

January 10 - 12, 2019

Discount Deadline Thursday, December 20, 2018

Order with complete Payment Authorization must be received before Discount Deadline date to receive discounted pricing.

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 Indianapolis, IN 46278

Specialty Tables

Natural Feel Pedestal

Maple Top



Code	Qty	Item	Discount	Regular	Total
50707		42"H X 30"R	\$428.85	\$557.50	
50706		30"H X 30" R	\$411.40	\$534.80	

Natural Feel tables also have matching chairs and accessories to complete your look!

Regular Pedestal

Gray fleck top



Code	Qty	Item	Discount	Regular	Total
51089		42"H X 36"R	\$336.30	\$437.20	
50032		30"H X 36" R	\$314.40	\$408.70	

Brand our table with your custom Graphic!
See Graphic and Sign Order for Details!

Side Tables

18" H X 24"W



Code	Qty	Item	Discount	Regular	Total
50030		Rnd 18"H X 24"R	\$158.25	\$205.75	
50031		Sq 18"H X 24" W	\$158.25	\$205.75	

Total Sp Tables: \$ _____
 9.000% Tax*: \$ _____
 Amount Due: \$ _____

Signature indicates you read and accept the Payment Policy and Terms & Conditions.

There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in writing within 14 days prior to first exhibitor move in day.

Rental items found and in use in your booth are subject to "Regular" pricing.

Company Name: _____ Booth# _____

Contact Name

Contact Email Address



Card Holder Signature



United Soccer Coaches Convention

McCormick Place - Chicago, Illinois

January 10 - 12, 2019

Discount Deadline Thursday, December 20, 2018

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Deadline date to receive discounted pricing.

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mail 6101 West 80th Street
Indianapolis, IN 46278

Chairs and Stools

Safety First! Chairs and Stools are meant for sitting only. Do not use as a ladder or step stool!

Natural Feel



Regular Seating

Code	Qty	Item	Discount	Regular	Total
50705		Natural Feel Stool	\$245.10	\$318.65	
50704		Natural Feel Chair	\$201.30	\$261.70	

Natural Feel chairs and stools also have matching tables and accessories to complete your look!



Specialty Seating

Code	Qty	Item	Discount	Regular	Total
50024		Padded Stool	\$202.15	\$262.80	
50020		Side Chair	\$121.75	\$158.30	
50021		Arm Chair	\$165.90	\$215.65	



Code	Qty	Item	Discount	Regular	Total
51090		Director Stool	\$224.70	\$292.10	
51086		Director Chair	\$125.55	\$163.20	

Total Chairs: \$ _____
9.000% Tax*: \$ _____
Amount Due: \$ _____

Signature indicates you read and accept the Payment Policy and Terms & Conditions.

There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in writing within 14 days prior to first exhibitor move in day.

Rental items found and in use in your booth are subject to "Regular" pricing.

Company Name: _____ Booth# _____

Contact Name

Contact Email Address



Card Holder Signature



United Soccer Coaches Convention

McCormick Place - Chicago, Illinois

January 10 - 12, 2019

Discount Deadline Thursday, December 20, 2018

Order with complete Payment Authorization must be received before Discount Deadline date to receive discounted pricing.

Event Code: I169220119

Connect With Us! email Indianapolis@shepardes.com
 phone (317) 677-1235
 fax (317) 389-5524
 mail 6101 West 80th Street
 Indianapolis, IN 46278

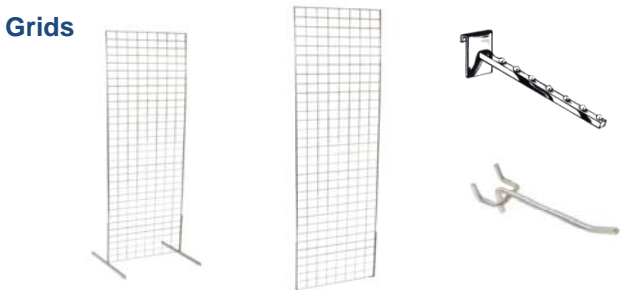
Display Furniture

Standard Display Accessories



Code	Qty.	Item	Discount	Regular	Total
50245		Literature Rack	\$248.55	\$323.10	
50094		Floor Easel	\$67.35	\$87.55	
50095		22x28 Sign Holder	\$153.40	\$199.40	
50175		Bag Rack	\$329.20	\$427.95	
50092		Coat Rack	\$116.85	\$151.90	
50093		Garment Rack	\$329.20	\$427.95	

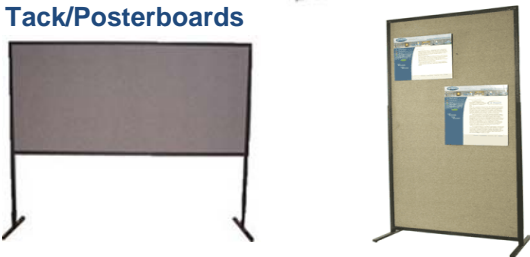
Grids



Code	Qty.	Item	Discount	Regular	Total
50236		2'x8' w/legs, each	\$296.70	\$385.70	
50237		2'x8' w/o legs, each	\$222.25	\$288.95	
50242		7-Ball Waterfall	\$20.40	\$26.50	
50104		6" Hooks (12)	\$65.35	\$84.95	

Other accessories available, please contact customer service for more information.

Tack/Posterboards



Code	Qty.	Item	Discount	Regular	Total
50060		4' x 8' Horz.	\$401.70	\$522.20	
50061		4' x 8' Vert.	\$401.70	\$522.20	

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Rental items found and in use in your booth are subject to "Standard" pricing.

Total Display Furnishings: \$ _____
 9.000% Tax*: \$ _____
 Amount Due: \$ _____

Company Name: _____ Booth # _____

Contact Name

Contact Email Address



Card Holder Signature



United Soccer Coaches Convention

McCormick Place - Chicago, Illinois

January 10 - 12, 2019

Discount Deadline Thursday, December 20, 2018

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Event Code: I169220119

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 Indianapolis, IN 46278

Showcases & Risers

Safety First! Showcases and Risers are meant for display items only. Do not use as ladders or step stools!

Showcases

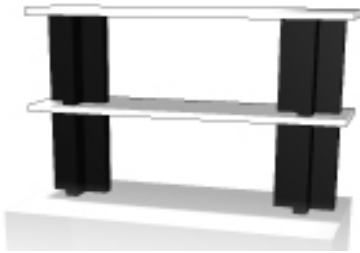


Code	Qty	Item	Discount	Regular	Total
50067		4' Full View	\$1,240.50	\$1,612.65	
50068		6' Full View	\$1,368.15	\$1,778.60	
50069		4' Quarter View	\$1,240.50	\$1,612.65	
50070		6' Quarter View	\$1,368.15	\$1,778.60	

Regular showcase color is white, call to inquire about other colors

Don't See what you are looking for?
 See our "Exhibit Counters" page for custom counters and create something just for you!
 Contact an ESS Representative to get started!

Stacking Shelves



Code	Qty	Item	Discount	Regular	Total
50296		4'x12" Display Shelf	\$139.05	\$180.75	
50297		6' x12" Display Shelf	\$173.05	\$224.95	

Each Shelf comes with (2) black bases. They are stackable up to (4) units high. All stacking shelves will be delivered to your booth, it is up to your creativity how you want to stack them.

Wrap your stacking shelves with color to show off your products!

Skirting of Exhibitor Equipment

- Red 01
- Gold 04
- Burgundy 07
- Green 02
- Blue 05
- Grey 10
- White 03
- Black 06
- Teal 13

Code	Ft	Color	Item	Discount	Regular	Total
50058			Sateen Skirting	25.75	33.50	

Order per linear foot

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Rental items found and in use in your booth are subject to "Regular" pricing.

Total Showcase & Risers: \$ _____
 9.000% Tax*: \$ _____
 Amount Due: \$ _____

Company Name: _____ Booth# _____

Contact Name

Contact Email Address



Card Holder Signature



United Soccer Coaches Convention

McCormick Place - Chicago, Illinois

January 10 - 12, 2019

Discount Deadline Thursday, December 20, 2018

Order with complete Payment Authorization must be received before Discount Deadline date to receive discounted pricing.

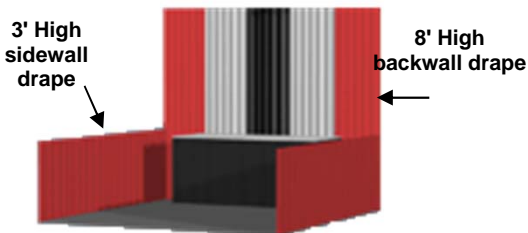
Event Code: 1169220119

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email Indianapolis@shepardes.com
 phone (317) 677-1235
 fax (317) 389-5524
 mail 6101 West 80th Street
 Indianapolis, IN 46278

Drape, Skirting & Misc

Drapes and Bars



Drape is per linear foot, 10' minimum order

Code	Qty	Color	Item	Discount	Regular	Total
50073			8' high drape	\$31.50	\$40.95	
50074			3' high drape	\$23.35	\$30.35	
50088		NA	8' upright with base	\$43.50	\$56.55	
50349		NA	6'-10' cross bar	\$28.95	\$37.65	
50348		NA	7'-12' crossbar	\$28.95	\$37.65	

Red 01 Blue 05 Grey 10
 White 03 Black 06 Burgundy 07

Code	Qty	Color	Item	Discount	Regular	Total
50058			Sateen Skirting	\$25.75	\$33.50	

Order per linear foot

Skirting of Exhibitor Equipment



Accessories



Natural Feel accessories also have matching chairs and tables to complete your look!



Code	Qty	Item	Discount	Regular	Total
50709		Natural Feel Flr Lamp	\$218.80	\$284.45	
50710		Natural Feel Tab Lamp	\$157.60	\$204.90	
50708		Natural Feel Recept	\$96.30	\$125.20	
50091		Wastebasket	\$19.00	\$19.00	
50185		Drawing Bowl	\$61.80	\$80.35	
50427		Tensa Stanchion, each	\$138.85	\$180.50	

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Rental items found and in use in your booth are subject to "Regular" pricing.

Total Drape and Accessories: \$ _____
 9.000% Tax*: \$ _____
 Amount Due: \$ _____

Company Name: _____ Booth# _____

Contact Name

Contact Email Address



Card Holder Signature



TRADE SHOW FURNISHINGS 2019

Product Guide



FEATURING:

- POWERED Collections
- Modular Seating
- Executive Seating
- Communal Tables
- Barstools



Power Up In Style.

Denotes Powered Products



POWERED
DETAIL

HEDGE
HDG4FT
Boxwood Hedge, 4'
46"L 9"D 47"H

ROMA



CHRPWR Chair, Powered
(white vinyl) 37"L 31"D 33"H

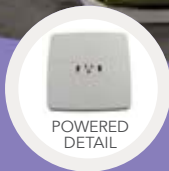
ROMA



SFAPWR Sofa, Powered
(white vinyl) 78"L 31"D 33"H



**WIRELESS
CHARGING TABLE,
POWERED**
CUBPOW
(white, ac plug-in)
20"L 20"D 18"H



POWERED
DETAIL

Powered Seating

Empower attendees at your next show with functional charging furniture and make searching for wall outlets history. From soft seating and tables to pedestals and lamps, our complete charging collection lets you Power Up the Possibilities.

Powered Seating

Please Note: Client is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together. 10A max per charging panel.

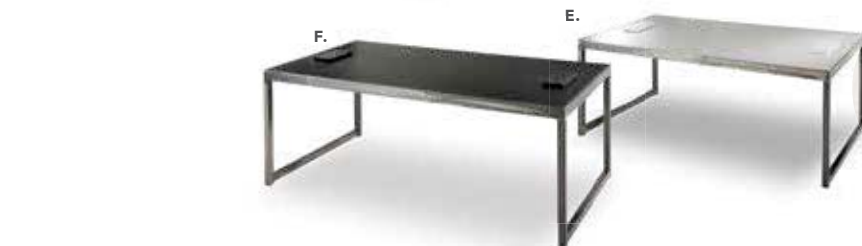


**A) NPLCHP
Naples Chair, Powered**
(black vinyl)
36"L 30"D 33.25"H

**B) NPLSOP
Naples Sofa, Powered**
(black vinyl)
87"L 30"D 33.25"H

**C) NPLLOP
Naples Loveseat, Powered**
(black vinyl)
62"L 30"D 33.25"H

Powered Tables



**Ventura
POWERED
TABLES**



**Ventura Powered
Bar Tables**
72.25"L 26.25"D 42"H
(silver frame)
A) VNTWHT (white top)
B) VNTBLK (black top)

**Ventura Powered
Café Tables**
72.25"L 26.25"D 30"H
(silver frame)
C) VNTCBK (black top)
D) VNTCWH (white top)

**Sydney Powered
Cocktail Tables**
48"L 26"D 18"H
(brushed steel)
E) C1WP (white)
F) C1YP (black)

Powered Banquettes.

Denotes Powered Products



MODULAR SYSTEM

Create round banquettes or custom serpentine seating. The Power Banquette system has three AC and two USB plugs built into the center cone so your client will never be left powerless. Center power cone may also be rented as a free standing charging station.



POWERED
DETAIL
Detail of Electrical
Charging Outlet



BNQ417 Full Banquette
w/ Electrical Charging Outlet
(white vinyl)
72"RND 51"H



BNQTL7 Center Cone
w/ Electrical Charging Outlet
(white vinyl)
38"RND 51"H



BNQR17 Ottoman Ring
(4 ottoman seats)
(white vinyl)
72"RND 18"H




BNQ7 Quarter Curve Ottoman
(white vinyl)
53"L 22"D 18"H



WHT12 Half Bench Ottoman
(white vinyl)
39"L 22"D 18"H

Powered Pedestals

 Denotes AC and USB charging outlets



A. | B. 

(The flip top electrical units rotate 180 degrees, allowing devices to be charged from inside the locked cabinet or on the surface)



C. | D. 



E. 

(Mobile devices must be compatible with Qi wireless charging pad.)

Powered Locking Pedestal


- A) PDL36W (white)
24"L 24"D 36"H
- B) PDL42W (white)
24"L 24"D 42"H
- C) PDL36B (black)
24"L 24"D 36"H
- D) PDL42B (black)
24"L 24"D 42"H

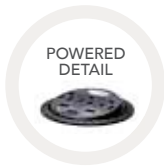
Wireless Charging Table, Powered

- E) CUBPOW
(white, AC plug-in)
20"L 20"D 18"H

Please Note: Client is responsible for providing labor and an electrical power source to the furniture. One 110V power source is required for each charging panel. Two charging units can be daisy chained together. 10A max per charging panel.

Powered Tech Desk

 Denotes AC and USB charging outlets



POWERED
DETAIL

A. 



B. 



C.

A) TECH3B Tech Desk, Powered w/3 Drawer File Cabinet

(black metal, laminate)
60"L 30"D 30"H

B) TECH Tech Desk, Powered

(black metal, laminate)
60"L 30"D 30"H

C) TECH3 3 Drawer File Cabinet on Castors

(black metal, laminate)
16"L 20"D 28"H

Soft Seating

Create Engaging Booth Environments

HOPI

(gray linen)
HOPCH, Chair
21"L 25"D 34"H
HOPLV, Loveseat
48"L 25"D 34"H



HEDGE

HDG7FT
Boxwood Hedge, 7'
36.5"L 12"D 84"H

PEDESTAL

PDL42W
Powered Locking
(white)
24"L 24"D 42"H

CAFÉ TABLE

30WHHC
Hydraulic Chrome Base
(laminated white top)
30"Round 29"H



REGIS

REGOTT End Table
(brushed metal)
16"L 15.5"D 16.5"H

MARCHE

MAR010 Swivel Ottoman
(blue fabric)
17"RND 18"H



10'x20' Hopi Lounge & Zenith Café Booth

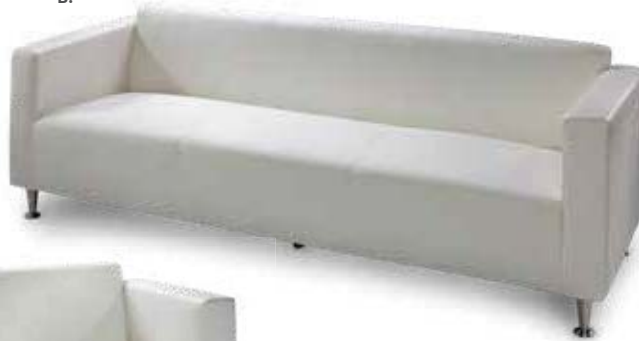
Soft Seating Collections

Available in Power 

A.



B.



C.



BAJA

A) BCHWHT Chair
(white vinyl)
36"L 30.5"D 28"H

B) BSFWHT Sofa
(white vinyl)
86"L 28"D 30"H

C) BLVWHT Loveseat
(white vinyl)
61"L 30.5"D 28"H

A.



B.



FAIRFAX

A) FAIRSW Sofa
(white vinyl, brushed metal)
62"L 26"D 30"H

B) FAIRCW Chair
(white vinyl, brushed metal)
27"L 26"D 30"H

A.



B.



C.



NAPLES

A) NPLCHR Chair
(black vinyl)
36"L 30"D 33.25"H
NPLCHP (Powered)

B) NPLSOF Sofa
(black vinyl)
87"L 30"D 33.25"H
NPLSOP (Powered)

C) NPLLOV Loveseat
(black vinyl)
62"L 30"D 33.25"H
NPLLOP (Powered)

Denotes Powered Products



Munich Collection

Modular Seating to Design Custom Exhibits

HDG4FT
Boxwood Hedge, 4'
46"L 9"D 47"H

MUNICH

MNCHSC Sectional 3pc.
(gray fabric)
93.5"L 27"D 28.5"H



POWERED
DETAIL



MNCHLV Munich Armless Loveseat
(gray fabric)
45"L 27"D 28.5"H



MNCHCC Munich Corner Chair
(gray fabric)
26"L 27"D 28.5"H



MNCHCH Munich Armless Chair
(gray fabric)
22.5"L 27"D 28.5"H

Soft Seating Collections



A.



B.

ALLEGRO

- A) CHR002 Chair**
(blue fabric)
36"L 34.5"D 30"H
- B) SFA002 Sofa**
(blue fabric)
73"L 34.5"D 30"H



A.



B.



C.

TANGIERS

- A) TANSOF Sofa**
(beige textured)
78"L 37"D 36"H
- B) TANCHR Chair**
(beige textured)
34"L 37"D 36"H
- C) TANLOV Loveseat**
(beige textured)
57.5"L 37"D 37"H



A.



B.



C.

KEY LARGO

- A) KEYCHR Chair**
(black fabric)
35"L 35"D 34"H
- B) KEYLOV Loveseat**
(black fabric)
57"L 35"D 34"H
- C) KEYSOF Sofa**
(black fabric)
79"L 35"D 34"H



A.

B.

C.

SOUTH BEACH

- (platinum suede)
- A) SO1 Sofa**
69"L 29"D 33"H
- B) OTS Ottoman**
25"L 31"D 18"H
- C) SO2 Sofa Sectional 3pc.**
152"L 40"D 33"H

Accent Chairs



SWANSON

SWAN Swivel Chair
(white vinyl)
28"L 25"D 30"H

KEY WEST

OCB Chair
(black)
31"L 31"D 31"H



LA BREA

LABREA Chair
(charcoal gray, fabric)
35"L 27"D 40"H



WENTWORTH

WENCHA Chair
(brown vinyl)
32.1"L 26"D 31.5"H



AURA

AURA Round Table
(white metal)
15" Round 22"H



Accent Chairs



A.



B.



C.



D.



E.



F.

Madrid Chair

A) BCW
(white vinyl)
30"L 30"D 31"H

B) OCH
(black vinyl)
30"L 30"D 31"H

C) FAIRCW
Fairfax Chair
(white vinyl, brushed metal)
27"L 26"D 30"H

D) MNCHCH
Munich Armless Chair
(gray fabric)
22.5"L 27"D 28.5"H

E) HOPCH
Hopi Chair
(gray linen)
21"L 25"D 34"H

F) PROGB
Pro Executive Guest Chair
(black vinyl)
24"L 22"D 36"H

Meeting & Stage Chairs



A.



B.



C.



D.



E.



F.

Marina Chair

17.5"L 19.5"D 35"H
A) MARCBK (black vinyl)
B) MARCBR (brown fabric)
C) MARCWH (white vinyl)

Meeting Chair

25.5"L 23.5"D 34"H
D) OCMESP (espresso vinyl)
E) OCMTAU (taupe fabric)
F) OCMWHT (white vinyl)

Group Seating

ZENITH

A) ZENCHR Chair
(white, chrome)
18.25"L 22"D 32"H

**B) 30MAHC
Madison Hydraulic
Café Table**
(chrome base, gray
acajou top)
30" RND 29"H



LAGUNA

C) LMCHR Chair
(maple, chrome)
18"L 19"D 34"H

**D) 30WHHC
Round Café Table**
(white laminate top,
chrome hydraulic base)
30" Round 29"H



A.



B.

MALBA

20"L 20"D 32"H

A) MALGRY Chair (gray)
B) MALGRN Chair (green)

MARINA

17.5"L 19.5"D 35"H

A) MARCWH (white vinyl)
B) MARCBK (black vinyl)
C) MARCBR (brown fabric)
D) MARCBE (ocean blue fabric)
E) MARCRD (red fabric)

A.



B.



C.



D.



E.



Styles & Shapes



A.



B.



C.



D.



E.



F.



G.



H.



I.

**A) CS8
Berlin Chair**
(black, white)
18"L 22"D 32"H

**B) CS4
Syntax Chair**
(black, chrome)
23"L 19"D 32.25"H

**C) XCHR
Christopher Chair**
(white vinyl, chrome)
17"L 19"D 35"H

**D) SC3
Brewer Chair**
(onyx, black)
20"L 20"D 32"H

**E) XC6
Altura Guest Chair**
(black crepe)
25"L 20"D 34"H

**F) RSTDIN
Rustique Chair w/arms**
(gunmetal)
20"L 18"D 31"H

**G) SC10
Razor Armless Chair**
(white)
15.38"L 15.5"D 30.5"H

**H) BLDCSB
Blade Chair**
(sky blue)
20.5"L 19"D 30.5"H

**I) BLDCRD
Blade Chair**
(red)
20.5"L 19"D 30.5"H

Mix & Match

Create the ultimate seating configuration. Choose from a variety of shapes and sizes to design the perfect look.

- J) LUCHCL Lucent Chair** (frosted, acrylic) 19.5"L 19.75"D 32.5"H
- K) DUET Duet Chair** (black, chrome) 21"L 23"D 33"H





Ottomans

VIBE CUBE

18" L 18" D 18" H

- A) VIB09 (white vinyl)
- B) VIB10 (black vinyl)
- C) VIB11 (steel blue vinyl)
- D) VIB13 (purple vinyl)
- E) VIB12 (silver vinyl)
- F) VIB07 (beige vinyl)
- G) VIB04 (red vinyl)
- H) VIB06 (gold/bronze vinyl)
- I) VIB01 (green vinyl)
- J) VIB03 (pink vinyl)
- K) VIB05 (yellow vinyl)
- L) VIB02 (blue vinyl)
- M) VIB08 (orange vinyl)

Styles & Shapes



- Beverly Bench**
60"L 20"D 18"H
A) BVLYWH (white vinyl)
B) BVLYBK (black vinyl)
C) BVLYGR (gray fabric)
D) BVLYRD (red fabric)
E) BVLYOB (ocean blue fabric)
F) BVLYLN (linen fabric)
G) BVLYBN (brown fabric)
- H) WHT12 Half Bench**
(white vinyl)
39"L 22"D 18"H
- ENDLESS Square**
34"L 34"D 15"H
I) END02B (black)
J) END02W (white)
- ENDLESS Curved**
60.5"L 37.5"D 15"H
K) END01B (black)
L) END01W (white)
- M) BNQ7 Quarter Curve**
(white vinyl)
53"L 22"D 18"H
- N) BNQR17 Ring**
(4 ottoman seats)
(white vinyl)
72"RND 18"H
- O) SAL Sally Stool**
(white)
12" Round 17"H
- P) CUBL20 Edge LED Cube**
(white plastic)
19"L 19"D 19"H
A/C power only
- Q) REGBEN Regis Bench**
(brushed metal)
47"L 15.5"D 16"H

Marche Swivel



- Marche Swivel Ottomans**
17"RND 18"H
A) MAR001 (white vinyl)
B) MAR005 (red fabric)
C) MAR009 (pear yellow fabric)
D) MAR007 (plum fabric)
E) MAR010 (blue fabric)
F) MAR002 (gray fabric)
G) MAR006 (rose quartz fabric)
H) MAR003 (linen fabric)
I) MAR004 (raspberry fabric)
J) MAR008 (meadow green fabric)
K) MAR011 (orange fabric)

Accent Tables

ALONDRA

Cocktail Table

47"L 24"D 16"H

- A) ALC100 (glass, chrome)
- B) ALC200 (wood, chrome)



C.



D.



ALONDRA

End Table

20"L 20"D 20"H

- C) ALE100 (glass, chrome)
- D) ALE200 (wood, chrome)

GEO

Cocktail Table

50"L 22"D 16"H

- A) C1C (glass, chrome)
- B) C1FWB (wood, black)



C.



D.



GEO

End Table

26"L 26"D 20"H

- C) E1C (glass, chrome)
- D) E1FWB (wood, black)

Styles & Shapes

Available in Power 



Sydney Cocktail Tables

(brushed steel)
48"L 26"D 18"H

- A) C1W (white)
C1WP (Powered)
- B) C1Y (black)
C1YP (Powered)
- C) SYDBEC (blue)
- D) SYDWDC (wood)

Sydney End Tables

27"L 23"D 22"H

- E) E1W (white)
- F) E1Y (black)
- G) SYDBEE (blue)
- H) SYDWDE (wood)



Regis Tables

(brushed metal)

I) REGBEN Bench Table

47"L 15.5"D 16"H

J) REGOTT End Table

16"L 15.5"D 16.5"H



Silverado Tables

(glass, chrome)

K) E1E End Table

24" Round 22"H

L) C1E Cocktail Table

36" Round 17"H

Oliver Tables

(walnut finish)

M) EOLI End Table

22" Round 22"H

N) COLI Cocktail Table

47"L 27"D 19"H



Rustic Tables

(wood)

O) ETBL E-Table

21"L 15.5"D 27.5"H

P) TMBTBL Timber Table

16" Round 17"H

Aura Round Table

Q) AURA

(white metal)

15" Round 22"H

Edge LED Cube Table

R) CUBTBL

(plexi top, white plastic)

19"L 19"D 19"H

A/C power only

Wireless Charging Table, Powered

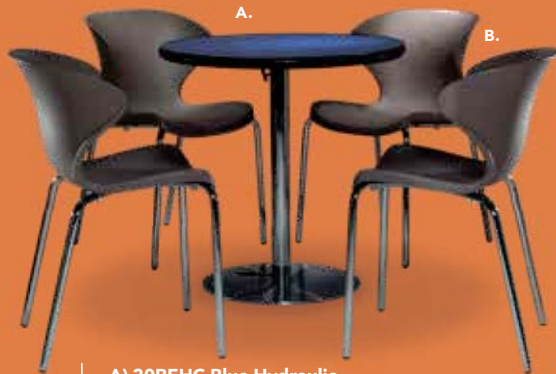
S) CUBPOW

(white, AC plug-In)

20"L 20"D 18"H

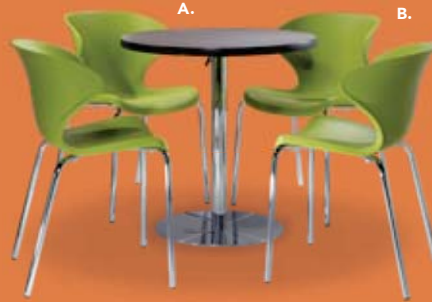


Café Tables



A) 30BEHC Blue Hydraulic Café Table
(chrome base, blue top)
30"RND 29"H

B) MALGRY Malba Chair
(gray)
20"L 20"D 32"H



A) 30MAHC Madison Hydraulic Café Table
(chrome base, gray acajou top)
30"RND 29"H

B) MALGRN Malba Chair
(green)
20"L 20"D 32"H

HDG7FT Boxwood Hedge, 7'
36.5"L 12"D 84"H

30" Round Café Tables Standard Black Base

30" RND 29"H

A) 30WDBC (wood top)

B) ZTB (red top)

Hydraulic Chrome Base

30" RND 29"H

C) 30WHHC (white top)

D) 30STHC (silver textured)

E) CS4 Syntax Chair

(black, chrome)
23"L 19"D 32.25"H



LUCHCL Lucent Chair
(frosted, acrylic)
19.5"L 19.75"D 32.5"H

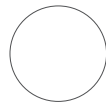


Customize and Create

Choose your base, black or chrome, then pick a color that suits your design.



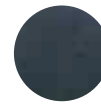
MAPLE



WHITE LAMINATE



SILVER TEXTURED



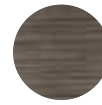
GRAPHITE NEBULA



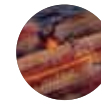
BLUE LAMINATE



RED



MADISON/GRAY ACAJOU



WOOD LAMINATE

Café Tables

Standard Black Base
30" RND 29"H

- A) ZTG (silver textured)
- B) ZTJ (graphite nebula)
- C) ZTK (maple)
- D) 30WH29 (white)
- E) ZTA (Madison/gray acajou)
- F) 30BEBC (blue)
- G) 30WDBC (wood)

36" RND 29"H

- H) ZTQ (white)
- I) ZTN (graphite nebula)
- J) ZTP (maple)

Café Tables

Hydraulic Chrome Base
30" RND 29"H

- K) 30GRHC (graphite nebula)
- L) 30MTHC (maple)
- M) 30BRHC (red)
- N) 30BEHC (blue)
- O) 30WDHC (wood)

36" RND 29"H

- P) 36WTHC (white)
- Q) 36GRHC (graphite nebula)
- R) 36MTHC (maple)



Mix & Match

Create the ultimate look. Choose from a wide variety of colorful group seating options for the perfect style.

S) ZENCHR Zenith Chair (white, chrome) 18.25"L 22"D 32"H

T) BLDCRD Blade Chair (red) 20.5"L 19"D 30.5"H



Bar Tables



A) 30WHHB
30" Round Bar Table
(white top, chrome hydraulic base)
30" RND 45"H

B) APS12
Apex Barstool
(blue ultra suede)
21"L 21"D 33"H

C) RSTSQT
Rustique Square Metal Bar Table
(gunmetal)
23.75"L 23.75"D 41.25"H

D) RSTSTL
Rustique Barstool
(gunmetal)
13"L 13"D 30"H



HDG4FT
Boxwood Hedge, 4'
46"L 9"D 47"H

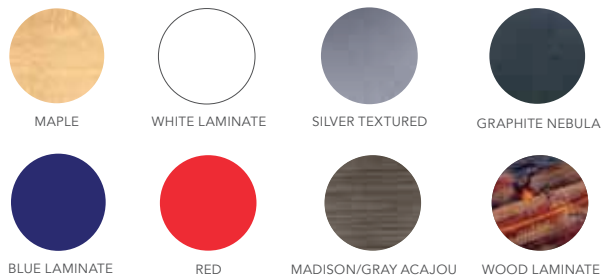


E) 30BEHB
30" Round Bar Table
(blue top, chrome hydraulic base)
30" RND 45"H

F) LMBAR
Laguna Barstool
(maple, chrome)
18"L 20"D 47"H

Customize and Create

Choose your base, black or chrome, then pick a color that suits your design.



Bar Tables

- Standard Black Base
30" RND 42"H
A) VTJ (graphite nebula)
B) VTK (maple)
C) VTG (silver textured)
D) VTB (red)
E) 30WH42 (white)
F) VTA (Madison/gray acajou)
G) 30BEBB (blue)
H) 30WDBB (wood)

- 36" RND 42"H
I) VTW (white)
J) VTN (graphite nebula)
K) VTP (maple)

Bar Tables

- Hydraulic Chrome Base
30" RND 45"H
L) 30GRHB (graphite nebula)
M) 30MTHB (maple)
N) 30STHB (silver textured)
O) 30BRHB (red)
P) 30BEHB (blue)
Q) 30WDHB (wood)

- 36" RND 45"H
R) 36WTHB (white)
S) 36GRHB (graphite nebula)
T) 36MTHB (maple)



Style & Design

Choose from a wide variety of table tops and colors for the perfect look.

- U) 30MAHB 30" Round Bar Table w/ Hydraulic Chrome Base**
 (Madison/gray acajou) 30" RND 45"H
V) ZENBAR Zenith Barstool (white, chrome) 19"L.20"D 44"H



Barstools



A.

B.

C.

D.

LIFT BARSTOOLS

- 15" Round 23–33.5"H
A) ROLLWH (white vinyl)
B) ROLLRD (red vinyl)
C) ROLLBL (black vinyl)
D) ROLLGY (gray vinyl)

Styles & Shapes



A.



B.



C.



D.



E.



F.



G.



H.



I.



J.



K.



L.



M.



N.

Apex Barstools

21"L 21"D 33"H

A) AP508 (black vinyl)

B) AP559 (red vinyl)

C) AP575 (white vinyl)

D) AP512 (blue ultra suede)

Zoey Barstools

15"L 16"D 30-34.75"H

E) BS002 (white, chrome)

F) BS003 (black, chrome)

Banana Barstools

21"L 22"D 41.75"H

G) BSS (black, chrome)

H) BST (white, chrome)

I) BSC Oslo Barstool

(white)

17"L 20"D 45"H

J) XBAR Christopher Barstool

(white vinyl, chrome)

19"L 15"D 41"H

K) BS001 Shark Barstool

(white, chrome)

22"L 19"D 34-44"H

L) BSR Syntax Barstool

(black, chrome)

23"L 19"D 43.25"H

M) ZENBAR Zenith Barstool

(white, chrome)

19"L 20"D 44"H

N) RSTSTL Rustique Barstool

(gunmetal)

13"L 13"D 30"H

O.



O) LUBSCL Lucent Barstool (frosted, acrylic) 22"L 22.5"D 45.5"H
P) LMBAR Laguna Barstool (maple, chrome) 18"L 20"D 47"H

P.



Q.



Q) BLDBRD Blade Barstool (red) 20.5"L 20.125"D 40.5"H
R) BLDBSB Blade Barstool (sky blue) 20.5"L 20.125"D 40.5"H

R.

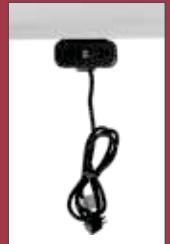


Conference Tables



Powered Conference Table Module

(black) 5"L 2.25"D 2"H
Includes two AC and two USB outlets. Available for all conference tables except the Geo, Merlin, Atomic and Work Tables.



42" Round Conference Table
42"RND 29"H
A) CONF42 (white laminate)
B) CB1 (graphite nebula)
C) CB8 (Madison/gray acajou)



MADISON

(Madison/gray acajou)
D) MADC05 5' Table
60"L 48"D 29"H
E) MADC08 8' Table
96"L 60"D 29"H
F) MADC10 10' Table
120"L 48"D 29"H

Styles & Shapes

A. | B.



I.



Atomic Round Tables

(glass, chrome)
A) 42ATO 42"RND 30"H
B) 36ATO 36"RND 30"H

Geo Rounded Square Tables

42"L 42"D 29"H
C) CE1 (glass, chrome)
D) CF1 (glass, black)

Geo Rectangular Tables

60"L 36"D 29"H
E) CF2 (glass, black)
F) CE2 (glass, chrome)

G) MERLIN Merlin Multi Use Table

(gray laminate, black)
 46"L 29"D 30"H

H) WD3 Work Table
 (white laminate, white)
 48"L 24"D 30"H

Conference Tables

(graphite nebula)

I) CB3 8'
 96"L 48"D 29"H
J) CB2 6'
 72"L 42"D 29"H

Conference Tables

(granite)
K) C508GR 8'
 96"L 44"D 29"H
L) CT10GR 10'
 120"L 46"D 29"H
M) CT06GR 6'
 72"L 36"D 29"H

C.



D.



J.



K. | L.



E.



F.



M.



G.



H.



Mix & Match

N) PROEXB Pro Executive High Back Chair (black vinyl) 25"L 24"D 48"H Adjustable.
O) PROMID Pro Executive Mid Back Chair (white vinyl) 24"L 22"D 40"H Adjustable.



Executive Seating

Pro Executive High Back Chair

25"L 24"D 48"H

A) PROEXE (white vinyl)

B) PROEXB (black vinyl)

Adjustable height



Task Stool

TASKST

(black fabric)

27.5"L 27.5"D 32.75"-40.25"H

Adjustable height

Pro Executive Guest Chair

24"L 22"D 36"H

PROGB (black vinyl)



Pro Executive Mid Back Chair

24"L 22"D 40"H


A) PROMID (white vinyl)

B) PROMDB (black vinyl)

Adjustable height



Communal and Powered Tables

Denotes AC and USB charging outlets 

Ventura BAR TABLES

Choose from Powered, Solid or Grommet Hole Table Tops.



LMBAR Laguna Barstool
(maple, chrome)
18"L 20"D 47"H



POWERED
DETAIL



Table Top Options **BLACK** **WHITE** **MAPLE**

Colors not available in all table options. Please check options listed to the right.

Ventura CAFÉ TABLES



B.



POWERED
DETAIL



Ventura Powered Bar Tables

(silver frame)
72.25"L 26.25"D 42"H

- A) VNTBLK** (black top)
- VNTWHT** (white top)

Ventura Communal Bar Tables

(silver frame)
72.25"L 26.25"D 42"H

- Maple Top
- B) VNTMNP** (solid)
- VNTBMW** (grommets)

- White Top
- C) VNTBWW** (grommets)
- VNTWNP** (solid)

- Black Top
- VNTBNP** (solid)

Ventura Powered Café Tables

(silver frame)
72.25"L 26.25"D 30"H

- A) VNTCBK** (black top)
- B) VNTCWH** (white top)

Ventura Communal Café Tables (silver frame)

72.25"L 26.25"D 30"H

- Maple Top
- C) VNTCMN** (solid)
- VNTCMW** (grommets)

- White Top
- D) VNTCWW** (grommets)
- VNTCWN** (solid)

- Black Top
- E) VNTCBN** (solid)

Office Essentials



MADISON

A) JD8 Madison Executive Desk

(gray acajou) 60"L 30"D 29"H

B) CR8 Madison Credenza

(gray acajou) 60"L 20"D 29"H

C) TASKST Task Stool

(black fabric)

27.5"L 27.5"D 32.75"-40.25"H Adjustable


D) PROEXE Pro Executive High Back Chair

(white classic vinyl)

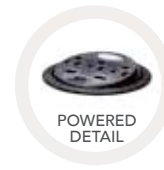
25"L 24"D 48"H Adjustable



TECH POWERED DESK

 Denotes AC and USB charging outlets

A. 



A) TECH3B Tech Desk, Powered, w/3 Drawer File Cabinet

(black metal, laminate)
60"L 30"D 30"H

B) TECH Tech Desk, Powered

(black metal, laminate)
60"L 30"D 30"H

C) TECH3 3 Drawer File Cabinet on Castors

(black metal, laminate)
16"L 20"D 28"H

B. 

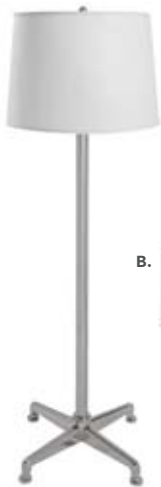


C.



LIGHTING & PRODUCT DISPLAY

A.



B.



C.



D.



ACCENT LAMPS

Mason Lamps
(brushed silver)

A) LA15 Floor Lamp
18" RND 55"H

B) LA14 Table Lamp
16" RND 26"H

SHELVING

C) PSHCCS Posh Shelving
(chrome, acrylic)
36"L 18"D 72"H

D) BC8 Madison Bookcase
(gray acajou)
36"L 12"D 72"H

Show Essentials

 Denotes AC and USB charging outlets



Midtown Powered Counter

Metallic pewter gray curved counter with taupe-colored glass top features two AC & three USB charging outlets, locking storage cabinet and two shelves.

HDG7FT
Boxwood Hedge, 7'
36.5"L 12"D 84"H



POWERED
DETAIL

Midtown Powered Counter
60"L 18"D 42"H
(pewter/glass)
MTCPUL (unlighted)
MTCLPI (lighted with plug-in)



LMBAR
Laguna Barstool
(maple, chrome)
18"L 20"D 47"H



(back)

Midtown Bar

Metallic pewter gray curved bar with taupe-colored glass top features locking cabinet for storage and two shelves.



Midtown Bar

60"L 18"D 42"H
(pewter/glass)

A) MTBUUL

(unlighted)

B) MTBLPI

(lighted with plug-in)

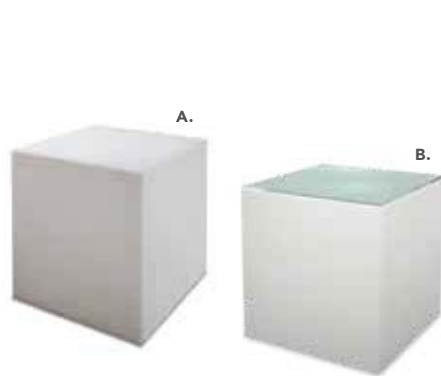
Apex Barstool

C) APS12

(blue ultra suede)

21"L 21"D 33"H

LIGHTED & GREENERY PRODUCTS



LED light available in white, red, green, blue and rolling color.



A) CUBL20 Edge

LED Cube Ottoman

(white plastic)

19"L 19"D 19"H

A/C power only

B) CUBTBL Edge LED

Cube Table

(plexi top, white plastic)

19"L 19"D 19"H

A/C power only

C) HDG7FT

Boxwood Hedge, 7'

36.5"L 12"D 84"H

D) HDG4FT

Boxwood Hedge, 4'

46"L 9"D 47"H



United Soccer Coaches Convention

McCormick Place - Chicago, Illinois

January 10 - 12, 2019

Discount Deadline **Thursday, December 20, 2018**

Order with complete Payment Authorization must be received before Discount
Deadline date to receive discounted pricing.

Event Code: I169220119

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phone (317) 677-1235
fax (317) 389-5524
mail 6101 West 80th Street
Indianapolis, IN 46278

Cocktail & Occasional Tables

Cocktail Tables

Qty.	Item	Discount	Regular	Amount
	C1E-Silverado	\$481.80	\$626.35	
	ALC100-Alondra, Glass/Chrome	\$580.80	\$755.05	
	ALC200-Alondra, Wood/Chrome	\$580.80	\$755.05	
	C1FWB-Geo, Wood/Black	\$508.20	\$660.65	
	C1C-Geo Rect., Glass/Chrome	\$435.60	\$566.30	
	COLI - Oliver Cocktail Table	\$415.80	\$540.55	
	C1W-Sydney, White	\$488.40	\$634.90	
	C1WP-Sydney White, Powered!	\$620.40	\$806.50	
	C1Y-Sydney, Black	\$488.40	\$634.90	
	C1YP-Sydney Black, Powered!	\$620.40	\$806.50	
	REGBEN-Regis Bench Table	\$498.30	\$647.80	
	SYDBEC-Sydney Cocktail Table	\$495.00	\$643.50	
	SYDWDC-Sydney Cocktail Table	\$450.00	\$585.00	

Occasional End Tables

Qty.	Item	Discount	Regular	Amount
	E1E-Silverado	\$458.70	\$596.30	
	ALE100-Alondra, Glass/Chrome	\$419.10	\$544.85	
	ALE200-Alondra, Wood/Chrome	\$419.10	\$544.85	
	E1FWB-Geo, Wood/Black	\$442.20	\$574.85	
	E1C-Geo, Glass/Chrome	\$429.00	\$557.70	
	EOLI-Oliver End Table	\$369.60	\$480.50	
	E1W-Sydney, White	\$442.20	\$574.85	
	E1Y-Sydney, Black	\$442.20	\$574.85	
	CUBTBL-Edge LED Cube	\$343.20	\$446.15	
	AURA End Table	\$250.80	\$326.05	
	ETBL-E Table, Wood	\$310.20	\$403.25	
	TMBTBL Timber Table, Wood	\$297.00	\$386.10	
	REGOTT-Regis End Table	\$366.30	\$476.20	
	CUBPOW-Wireless Chrg Tbl, Powered!	\$747.00	\$971.10	
	SYDBEE - Sydney End Table	\$435.00	\$565.50	
	SYDWDE-Sydney End Table	\$435.00	\$565.50	

Signature indicates you read and accept the Payment Policy and Terms & Conditions.

There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in writing within 14 days prior to first exhibitor move in day.

Rental items found and in use in your booth are subject to "Regular" pricing.

Total Exec Tables Furnishings: \$ _____
9.000% Tax*: \$ _____
Amount Due: \$ _____

Company Name: _____ Booth# _____

Contact Name

Contact Email Address



Card Holder Signature



United Soccer Coaches Convention

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Indianapolis, IN 46278

Ottomans

Styles and Shapes

Qty.	Item	Discount	Regular	Amount
	END02B-Square, Black Leather	\$455.40	\$592.00	
	END02W-Square, White Leather	\$455.40	\$592.00	
	END01B-Curved, Black Leather	\$726.00	\$943.80	
	END01W-Curved, White Leather	\$726.00	\$943.80	
	SAL Sally Stool	\$158.40	\$205.90	
	CUBL20-Edge Lighted Cube	\$343.20	\$446.15	
	WHT12-Half Bench, White Vinyl	\$653.40	\$849.40	
	BNQ7-Quarter Curve, White Vinyl	\$854.70	\$1,111.10	
	BNQR17-Ottoman Ring, White Vinyl	\$3,062.40	\$3,981.10	
	REGBEN Regis Bench, Brushed Metal	\$498.30	\$647.80	

Beverly Bench

Qty.	Item	Discount	Regular	Amount
	BVLYBK Bev Bench Black Vinyl	\$699.60	\$909.50	
	BVLYBN Bev Bench Brown Fabric	\$699.60	\$909.50	
	BVLYGR Bev Bench Grey Fabric	\$699.60	\$909.50	
	BVLYLN Bev Bench Linen Fabric	\$699.60	\$909.50	
	BVLYOB Bev Bench Ocean Fabric	\$699.60	\$909.50	
	BVLYRD Bev Bench Red Fabric	\$699.60	\$909.50	
	BVLYWH Bev Bench White Vinyl	\$699.60	\$909.50	

Marche Swivel

Qty.	Item	Discount	Regular	Amount
	MAR010-Marche Swivel, Blue	\$323.40	\$420.40	
	MAR002-Marche Swivel, Grey	\$323.40	\$420.40	
	MAR003-Marche Swivel, Linen	\$323.40	\$420.40	
	MAR008-Marche Swivel, Mdw Grn	\$323.40	\$420.40	
	MAR009, Marche Swivel, Pear	\$323.40	\$420.40	
	MAR007-Marche Swivel, Plum	\$323.40	\$420.40	
	MAR004-Marche Swivel, Raspberry	\$323.40	\$420.40	
	MAR005-Marche Swivel, Red	\$323.40	\$420.40	
	MAR006-Marche Swivel, Rose Qtz	\$323.40	\$420.40	
	MAR001-Marche Swivel, White	\$323.40	\$420.40	

Vibes

Qty.	Item	Discount	Regular	Amount
	VIB01-Vibe Cube, Green	\$244.20	\$317.45	
	VIB02-Vibe Cube, Blue	\$244.20	\$317.45	
	VIB03-Vibe Cube, Pink	\$244.20	\$317.45	
	VIB04-Vibe Cube, Red	\$244.20	\$317.45	
	VIB05-Vibe Cube, Yellow	\$244.20	\$317.45	
	VIB06-Vibe Cube, Gold/Bronze	\$244.20	\$317.45	
	VIB07-Vibe Cube, Champagne	\$244.20	\$317.45	
	VIB08-Vibe Cube, Orange	\$244.20	\$317.45	
	VIB09-Vibe Cube, White Wtrproof	\$244.20	\$317.45	
	VIB10-Vibe Cube, Black Wtrproof	\$244.20	\$317.45	
	VIB11 Vibe Cube, Steel Blue Vinyl	\$244.20	\$317.45	
	VIB12 Vibe Cube, Silver Vinyl	\$244.20	\$317.45	
	Vibe13-Vibe Cube, Purple Vinyl	\$244.20	\$317.45	

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Total Ottomans: \$ _____
9.000% Tax*: \$ _____
Amount Due: \$ _____

Company Name: _____ Booth# _____

Contact Name

Contact Email Address



Card Holder Signature



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Soft Seating

Sofas and Sectionals

Qty.	Item	Discount	Regular	Amount
	MNCHSC Munich Sectional, 3 pc	\$3,224.10	\$4,191.35	
	SFA002- Allegro Sofa	\$1,214.40	\$1,578.70	
	NPLSOF-Naples Sofa, Black Vinyl	\$1,452.00	\$1,887.60	
	SO2-3pc. South Beach, P. Suede	\$2,768.70	\$3,599.30	
	TANSOF-Tangiers Sofa, Beige	\$1,151.70	\$1,497.20	
	KEYSOF-Key Largo Sofa	\$821.70	\$1,068.20	
	FAIRSW-Fairfax Sofa	\$828.30	\$1,076.80	
	S01- South Beach Sofa, P.Suede	\$1,151.70	\$1,497.20	
	BSFWHT-Baja Sofa	\$1,470.00	\$1,911.00	

Accent Chairs

Qty.	Item	Discount	Regular	Amount
	SWAN-Swanson Swivel, White Vinyl	\$620.40	\$806.50	
	OCB-Key West Tub, Black	\$689.70	\$896.60	
	BCW-Madrid Chair, White	\$1,296.90	\$1,685.95	
	LABREA-La Brea Swivel Chair	\$712.80	\$926.65	
	HOPCH-Hopi Chair, Grey Linen	\$415.80	\$540.55	
	MNCHCC Munich Corner Chair	\$808.50	\$1,051.05	
	MNCHCH Munich Armless Chair	\$980.10	\$1,274.15	
	OCH Madrid Chair, Black	\$1,296.90	\$1,685.95	
	WENCHA-Wentworth Chair	\$570.00	\$741.00	

Loveseats

Qty.	Item	Discount	Regular	Amount
	KEYLOV-Key Largo Loveseat	\$636.90	\$827.95	
	HOPLV-Hopi Loveseat, Grey Linen	\$646.80	\$840.85	
	TANLOV Tangiers Loveseat	\$1,201.20	\$1,561.55	
	BLVWHT Baja Loveseat White Vinyl	\$1,382.70	\$1,797.50	
	MNCHLV- Munich Armless Loveseat	\$1,435.50	\$1,866.15	
	NPLLOV- Naples Loveseat, Blk Vinyl	\$1,221.00	\$1,587.30	

Meeting Chairs

Qty.	Item	Discount	Regular	Amount
	OCMTAU-Meeting Chair, Taupe	\$475.20	\$617.75	
	OCMWHT-Meeting Chair, White	\$435.60	\$566.30	
	OCMESP-Meeting Chair, Espresso	\$481.80	\$626.35	

Club Chairs

Qty.	Item	Discount	Regular	Amount
	BCHWHT Baja Chair, White Vinyl	\$943.80	\$1,226.95	
	NPLCHR-Naples Chair, Black Vinyl	\$1,013.10	\$1,317.05	
	TANCHR-Tangiers Chair, Beige	\$749.10	\$973.85	
	CHR002-Allegro Chair	\$851.40	\$1,106.80	
	KEYCHR-Key Largo Chair	\$544.50	\$707.85	
	FAIRCW-Fairfax Chair	\$597.30	\$776.50	

Modular System

Qty.	Item	Discount	Regular	Amount
	BNQ417-Full Banquette- Powered!	\$3,983.10	\$5,178.05	
	BNQR17-Ottoman Ring, White Vinyl	\$3,062.40	\$3,981.10	
	BNQ7-Quarter Curve, White Vinyl	\$854.70	\$1,111.10	
	BNQTL7- Center Cone, White Vinyl	\$1,257.30	\$1,634.50	
	WHT12-Half Bench, White Vinyl	\$653.40	\$849.40	
	OTS-South Beach Wedge	\$551.10	\$716.45	

Powered Seating

Qty.	Item	Discount	Regular	Amount
	CHRPWR- Roma Chair, powered	\$1,098.90	\$1,428.55	
	SFAPWR-Roma Sofa, powered	\$1,768.80	\$2,299.45	
	NPLCHP-Naples Chair, powered	\$1,098.90	\$1,428.55	
	NPLSOP-Naples Sofa, powered	\$1,768.80	\$2,299.45	
	NPLLOP-Naples Loveseat, powered	\$1,521.30	\$1,977.70	

Get some extra time with your customers as they sit, relax, and charge their mobile devices in your booth!

Signature indicates you read and accept the Payment Policy and Terms & Conditions.

There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in writing within 14 days prior to first exhibitor move in day.

Rental items found and in use in your booth are subject to "Regular" pricing.

Total Soft Seating: \$ _____

9.000% Tax*: \$ _____

Amount Due: \$ _____

Company Name: _____ Booth# _____

Contact Name

Contact Email Address



Card Holder Signature



United Soccer Coaches Convention

McCormick Place - Chicago, Illinois

January 10 - 12, 2019

Discount Deadline **Thursday, December 20, 2018**

Order with complete Payment Authorization must be received before Discount Deadline date to receive discounted pricing.

Event Code: I169220119

Connect With Us!

email Indianapolis@shepardes.com
 phone (317) 677-1235
 fax (317) 389-5524
 mail 6101 West 80th Street
 Indianapolis, IN 46278

Conference Tables & Group Seating

Conference Tables

Qty.	Item	Discount	Regular	Amount
	CF2-Geo Table, Black	\$782.10	\$1,016.75	
	CE1-Geo Table, Sq. Chrome	\$551.10	\$716.45	
	CF1-Geo Table, Sq. Black	\$551.10	\$716.45	
	CE2-Geo Table, Chrome	\$782.10	\$1,016.75	
	CB2-6' Graphite Table	\$821.70	\$1,068.20	
	CB3-8' Graphite Table	\$966.90	\$1,256.95	
	CB1-42" Round, Graphite Nebula	\$666.60	\$866.60	
	C508GR-8', Granite	\$966.90	\$1,256.95	
	CT10GR-10', Granite	\$1,452.00	\$1,887.60	
	CT06GR-6', Granite	\$821.70	\$1,068.20	
	PWRUSB-Powered Table Module	\$132.00	\$171.60	
	CB8-42" Round Madison, Grey	\$300.30	\$390.40	
	MADC10-10' Madison, Grey	\$1,666.50	\$2,166.45	
	MADC05-5' Madison, Grey	\$834.90	\$1,085.35	
	MADC08-8' Madison, Grey	\$1,666.50	\$2,166.45	
	CONF42-42" Round, White lam	\$666.60	\$866.60	
	36ATO Atomic 36" Round, Glass	\$551.10	\$716.45	
	42ATO Atomic 42" Round, Glass	\$551.10	\$716.45	

Group & Guest Seating

Qty.	Item	Discount	Regular	Amount
	Duet-Black, Chrome	\$112.20	\$145.85	
	RSTDIN-Rustique w/ arms, Gunmetal	\$227.70	\$296.00	
	CS8-Berlin Chair, Black	\$221.10	\$287.45	
	XCHR-Christopher Chr, White Vinyl	\$181.50	\$235.95	
	SC10 Razor Chair	\$135.30	\$175.90	
	SC3-Brewer Chair, Onyx	\$303.60	\$394.70	
	XC6-Altura Guest Chair	\$534.60	\$695.00	
	LMCHR-Laguna Chair, Maple/Chrome	\$257.40	\$334.60	
	MALGRY-Malba Chair, Grey	\$198.00	\$257.40	
	MALGRN-Malba Chair, Green	\$198.00	\$257.40	
	CS4-Syntax Chair, Black/Chrome	\$359.70	\$467.60	
	ZENCHR-Zenith Chair-White/Chrome	\$290.40	\$377.50	
	BLDCRD-Blade Chair	\$117.00	\$152.10	
	BLDCSB-Blade Chair	\$117.00	\$152.10	
	LUCHCL-Lucent Chair	\$315.00	\$409.50	
	MARCBE-Marina Chair, Ocn Blue	\$255.00	\$331.50	
	MARCBK-Marina Chair, Black Vnyl	\$255.00	\$331.50	
	MARCBR-Marina Chair, Brown	\$255.00	\$331.50	
	MARCRD-Marina Chair, Red	\$255.00	\$331.50	
	MARCWH-Marina Chair, White Vnyl	\$255.00	\$331.50	
	TASKST-Task Stool	\$255.00	\$331.50	

Executive Seating

Qty.	Item	Discount	Regular	Amount
	PROEXE-Pro Executive Chair	643.50	836.55	
	PROEXB-Executive Chair High Back	643.50	836.55	
	PROGB-Guest Executive Chair	452.10	587.75	
	PROMDB-Exec Mid-Back, Black	409.20	531.95	
	PROMID-Executive Chair Mid Back	422.40	549.10	

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Rental items found and in use in your booth are subject to "Regular" pricing.

Total Conference: \$ _____
 9.000% Tax*: \$ _____
 Amount Due: \$ _____

Company Name: _____ Booth# _____

Contact Name

Contact Email Address



Card Holder Signature



United Soccer Coaches Convention

McCormick Place - Chicago, Illinois

January 10 - 12, 2019

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mail 6101 West 80th Street
Indianapolis, IN 46278

Café and Communal
Tables

Café Tables

Café Tables- Black Base

Qty.	Item	Discount	Regular	Amount
	ZTK-30" Maple Top/Black Base	\$389.40	\$506.20	
	ZTP-36" Maple Top/Black Base	\$425.70	\$553.40	
	ZTJ-30" Graphite Top/Black Base	\$389.40	\$506.20	
	ZTN-36" Graphite Top/Black Base	\$425.70	\$553.40	
	ZTG-30" Silver Textured Top	\$389.40	\$506.20	
	ZTQ-36" White Laminate Top	\$425.70	\$553.40	
	ZTB-30" Red Top/Black Base	\$389.40	\$506.20	
	ZTA-30" Grey Top/Black Base	\$402.60	\$523.40	
	30WH29 -30" White Laminate	\$412.50	\$536.25	
	30BEBC-30" Blue Top/Black Base	\$390.00	\$507.00	
	30WDBC-30" Wood Top/Black Bas	\$390.00	\$507.00	

Café Tables - Chrome Base 30", Hydraulic

Qty.	Item	Discount	Regular	Amount
	30MTHC-Maple Top, Chrome	\$521.40	\$677.80	
	30GRHC-Graphite Nebula, Chrome	\$521.40	\$677.80	
	30STHC-Silver Textured, Chrome	\$521.40	\$677.80	
	30BRHC-Brushed Red Top, Chrome	\$521.40	\$677.80	
	30MAHC-Grey Top, Chrome	\$521.40	\$677.80	
	30WHHC-White Laminate	\$564.30	\$733.60	
	30BEHC-Blue Top, Chrome	\$525.00	\$682.50	
	30WDHC-Wood Top, Chrome	\$525.00	\$682.50	

Café Tables - Chrome Base 36", Hydraulic

Qty.	Item	Discount	Regular	Amount
	36MTHC-Maple Top, Chrome	\$567.60	\$737.90	
	36GRHC-Graphite Nebula, Chrome	\$567.60	\$737.90	
	36WTHC-White Top, Chrome	\$567.60	\$737.90	

G30 and Ventura Communal Tables

30" High Tables

Qty.	Item	Discount	Regular	Amount
	VNTCBN-Black Top, Silver Frame	\$885.00	\$1,150.50	
	VNTCMN-Maple Top, Silver Frame	\$885.00	\$1,150.50	
	VNTCWN-White Top, Silver Frame	\$885.00	\$1,150.50	
	VNTCMW-Maple, w/ Grmt	\$885.00	\$1,150.50	
	VNTCWW-White, w/ Grmt	\$885.00	\$1,150.50	
	VNTCBK-Black Top- Powered!	\$1,005.00	\$1,306.50	
	VNTCWH-White Top- Powered!	\$1,005.00	\$1,306.50	

Powered! 42" High Tables

Qty.	Item	Discount	Regular	Amount
	VNTBLK Communal Table Black Top	\$1,359.60	\$1,767.50	
	VNTWHT Communal Table White Top	\$1,359.60	\$1,767.50	

42" High Tables

	VNTBNP Communal Table Black Top	\$1,151.70	\$1,497.20	
	VNTMNP Communal Table Maple Top	\$1,151.70	\$1,497.20	
	VNTWNP Communal Table White Top	\$1,151.70	\$1,497.20	
	VNTBMW Comm Table Maple Top w/ Grom	\$1,151.70	\$1,497.20	
	VNTBWW Comm Table White w/ Grom	\$1,151.70	\$1,497.20	

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Rental items found and in use in your booth are subject to "Regular" pricing.

Total Cafe: \$ _____
9.000% Tax*: \$ _____
Amount Due: \$ _____

Company Name: _____ Booth# _____

Contact Name

Contact Email Address



Card Holder Signature



United Soccer Coaches Convention

McCormick Place - Chicago, Illinois

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Bar Tables, Barstools & Bars

Bar Tables - All Black Base

Table with 5 columns: Qty., Item, Discount, Regular, Amount. Rows include VTK-30" Maple Top/Black Base, VTP-36" Maple Top/Black Base, VTJ-30" Graphite Top/Black Base, VTN-36" Graphite Top/Black Base, VTG-30" Silver Textured Top, VTW-36" White Laminate Top, VTB-30" Red Top/Black Base, 30WH42 30" White Laminate, VTA-30" Grey Top/Black Base, RSTSQT Rustique Square Metal Bar Table, 30BEBB-Blue Top/Black Base, 30WDBB-Wood Top/Black Base.

Barstools

Table with 5 columns: Qty., Item, Discount, Regular, Amount. Rows include BST-Banana, White/Chrome, BSS-Banana, Black/Chrome, BS001-Shark, Swivel White, BS002-Zoey, Swivel White, BS003-Zoey, Swivel Black, RSTSTL-Rustique Barstool, Gunmetal, APS08-Apex Black Vinyl, APS59-Apex Red Vinyl, APS75-Apex White Vinyl, APS12-Apex Blue Ultra Suede, XBAR-Christopher White Vinyl, LMBAR-Laguna, Maple/Chrome, BSR-Syntax, Black/Chrome, ZENBAR-Zenith, White/Chrome, BSC-Oslo, White, ROLLBL-Lift Barstool, Black Vinyl, ROLLGY-Lift Barstool, Grey Vinyl, ROLLRD-Lift Barstool, Red Vinyl, ROLLWH-Lift Barstool, White Vinyl, BLDBRD-Blade, Red, BLDBSB-Blade, Sky Blue, LUBSCL- Frosted, Acrylic.

Bar Tables - Chrome Base 30", Hydraulic

Table with 5 columns: Qty., Item, Discount, Regular, Amount. Rows include 30GRHB-Graphite Nebula, Chrome, 30MTHB-Maple Top, Chrome, 30STHB-Silver Texture, Chrome, 30BRHB-Brushed Red, Chrome, 30WHHB White Laminate, Chrome, 30MAHB-Grey Top, Chrome, 30BEHB-Blue Top, Chrome, 30WDHB-Wood Top, Chrome.

Bar Tables - Chrome Base 36", Hydraulic

Table with 5 columns: Qty., Item, Discount, Regular, Amount. Rows include 36GRHB-Graphite Nebula, Chrome, 36MTHB, Maple Top, Chrome, 36WTHB-White Top, Chrome.

Bars and Counters

Table with 3 columns: Item, Discount, Regular. Rows include MTBLPI-Midtown Bar, Lighted, MTBUUL-Midtown Bar, unlighted, MTCLPI- Midtown Counter, Lighted, MTCFUL- Midtown Counter, Unlighted.

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Rental items found and in use in your booth are subject to "Regular" pricing.

Total Bar: \$ 9.000% Tax*: \$ Amount Due: \$

Company Name: _____ Booth# _____

Contact Name

Contact Email Address



Card Holder Signature



United Soccer Coaches Convention

McCormick Place - Chicago, Illinois

January 10 - 12, 2019

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 Indianapolis, IN 46278

Executive Accessories

Desks, Credenzas, Files, Bookcases

Qty.	Item	Discount	Regular	Amount
	CR8-Madison Credenza, Grey	\$891.00	\$1,158.30	
	JD8-Madison Executive Desk, Grey	\$1,052.70	\$1,368.50	
	BC8-Madison Bookcase, Grey	\$762.30	\$991.00	
	TECH3B-Tech Desk w/drawers- Powered!	\$966.90	\$1,256.95	
	TECH-Tech Desk-Powered	\$782.10	\$1,016.75	
	TECH3-3-drawer File Cbnt w/Casto	\$257.40	\$334.60	

Product Display- Pedestals

Qty.	Item	Discount	Regular	Amount
	PDL36B-Ped, Locking-Powered!	\$874.50	\$1,136.85	
	PDL42B-Ped, Locking-Powered!	\$1,036.20	\$1,347.05	
	PDL36W-Ped, Locking-Powered!	\$874.50	\$1,136.85	
	PDL42W-Ped, Locking-Powered!	\$1,036.20	\$1,347.05	

Work & Multi-Use Tables

	MERLIN-Multi Use Table	\$597.30	\$776.50	
	WD3-Work Table	\$574.20	\$746.45	

Lamps

	LA15-Mason Silver Floor Lamp	\$382.80	\$497.65	
	LA14-Mason Silver Table Lamp	\$250.80	\$326.05	

Product Display- Shelving

	PSHCCS-Posh Shelving	\$894.30	\$1,162.60	
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Hedge Walls

	HDG4FT-Boxwood Hedge, 4ft	\$765.00	\$994.50	
	HDG7FT-Boxwood Hedge, 7ft	\$1,245.00	\$1,618.50	

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Rental items found and in use in your booth are subject to "Regular" pricing.

Total Exec Accessories: \$ _____
 9.000% Tax*: \$ _____
 Amount Due: \$ _____

Company Name: _____ Booth# _____

Contact Name

Contact Email Address



Card Holder Signature



United Soccer Coaches Convention

McCormick Place - Chicago, Illinois

January 10 - 12, 2019

Discount Deadline **Tuesday, December 11, 2018**

Order with complete Payment Authorization must be received before Discount Deadline date to receive discounted pricing.

Event Code: I169220119

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phone (317) 677-1235
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Indianapolis, IN 46278

Graphics and Signs

Sign prices are based on customer supplying print-ready graphics in the requested format.

Foam Core Signs, Single sided

Qty.	Code	Item	Discount	Regular	Amount
	70009	Vertical, 22" x 28"	\$251.25	\$326.65	
	70010	Horz., 22" x 28"	\$251.25	\$326.65	
	70011	Vertical, 28" x 44"	\$382.75	\$497.60	
	70012	Horz., 28" x 44"	\$382.75	\$497.60	
	70025	Meterboard, 39" x 90.75"	\$774.60	\$1,007.00	

Vinyl Banners with Digital Printing

Qty.	Code	Item	Discount	Regular	Amount
	70065	Grommets, per sq. ft. - Vertical	\$31.90	\$41.45	
	70071	Grommets, per sq. ft. - Horizontal	\$31.90	\$41.45	
	70066	Pockets, per sq. ft. - Vertical	\$34.30	\$44.60	
	70072	Pockets, per sq. ft. - Horizontal	\$34.30	\$44.60	

Accessories

Qty.	Code	Item	Discount	Regular	Amount
	70017	Blank Foamcore, 4' x 8'	\$68.25	\$88.75	
	70021	Velcro, per ft, min. 5 ft.	\$4.45	\$5.80	
	70004	7" x 44" ID Sign	\$75.15	\$97.70	
	50094	Floor Easel	\$67.35	\$87.55	
	50095	22x28 Sign Holder	\$153.40	\$199.40	

Table Clings Table clings are made to fit our Pedestal table tops!

Qty.	Code	Item	Discount	Regular	Amount
	70034	36"x36" Rnd Table Cling	\$267.30	\$347.50	

Please see our **Graphic Guidelines** page for specific file and artwork information.

See our **Graphic Upload** page for a step by step guide on uploading your artwork.

Signature indicates you read and accept the Payment Policy and Terms & Conditions. Due to the custom nature of this product, no refunds or cancellations are available.

Total Graphics: \$ _____
9.000% Tax*: \$ _____
Amount Due: \$ _____

Company Name: _____

BOOTH: _____

Contact Name

Contact Email Address



Card Holder Signature



United Soccer Coaches Convention

McCormick Place - Chicago, Illinois

January 10 - 12, 2019

Upload Deadline **Tuesday, December 11, 2018**

Orders with complete Payment Authorization and graphics must be received before Upload Deadline date

Event Code: I169220119

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Indianapolis, IN 46278

Graphic File Upload Instructions

All graphic files for ordered products should be uploaded to our FTP site.

Address: https://files.shepardes.com/v3/files/FTP%20Files/Drop%20Off/-2019/01_United%20Soccer%20Coaches%20Convention/Exhibitor%20Uploads

Username: **sesftp**

Password: **ftpftp**

- 1 Name your files in this format: Company Name_Booth#_Panel Letter **example:** **Shepard_1905_A**
- 2 When you are in your show folder, you can either drop and drop your files into the folder to initiate upload or
You may click the Upload Files button and select the files you need to upload.
- 3 When upload is complete, email the name of your files to: **Indianapolis@shepardes.com**
As the subject line use: **"Show Name" FTP Upload**

Failure to follow these steps could result in delayed graphics.

Please see Graphic Guidelines page for file specifications.



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	fax	(317) 389-5524
	mail	6101 West 80th Street Indianapolis, IN 46278

Graphic Guidelines

ACCEPTABLE FILE FORMATS

Shepard uses the most current version of Adobe Creative Cloud. If providing native files from another version, please provide an .idml file.

Program File Extension

Adobe Acrobat	.pdf
Adobe Illustrator	.ai, .eps

Adobe InDesign	.indd, .idml
Adobe Photoshop	.tiff, .psd, .eps

WE DO NOT ACCEPT: Microsoft® Word®, Excel®, or PowerPoint® files for artwork/graphics.

Special Considerations

Create using a high-quality output.*

Vector artwork. Images embedded and fonts changed to outlines** or a packaged file.

Fonts changed to outlines** or a packaged file.

Raster artwork. File should be in CMYK color space.

FONTS

If creating artwork in Adobe® InDesign® or Illustrator® there are two options when supplying fonts. Supply us with PC format TTF fonts. Change fonts to outlines. This prevents font substitution through layout and production. REMEMBER: if creating outlines, text is no longer editable.

Package the fonts from InDesign or Illustrator (File → Package → Check “Copy Fonts”) and submit with your artwork.

ARTWORK GUIDELINES

Document Size & Specs

All artwork should be created at 100% size at 150 dpi or in a proportionally scaled down format (ex. 50% at 300 dpi or 25% at 600dpi). NOTE: Mark artwork to the dimensions it is sized to if not 100%. All content should be kept within the live area, leave approximately 2” all the way around artwork to ensure sign holder or structure metal does not cut off content.

COLOR

All artwork should be created/supplied in the CMYK color space. Please provide Pantone® colors/HEX code if we need to match a specific color during the printing process. All PMS colors should be converted to CMYK Process Color in the artwork. NOTE: Converting color from RGB to CMYK will change the vibrancy and the look of some effects, DO NOT design artwork in RGB. Colors may vary due to output devices.

ARTWORK FILE TYPES & RESOLUTION

Artwork can be created in several ways. Here are some things to consider.

Vector

Vector-based artwork is resolution independent and can be enlarged or reduced without loss of quality. This is the preferred file type and is most often created in Adobe Illustrator and used for creation of logos and clip art.

Raster

This type of file is resolution dependent and will reproduce poorly if the appropriate file resolution is not supplied. If you supply raster art, it is best to save your artwork in a 1 to 1 (full size) output ratio at 150dpi or higher. Lower resolutions (1MB or smaller) will result in reduced image quality. File size should not exceed 200MB (if possible). Raster images are most often created in Adobe Photoshop® and is most often used for photographic images.

Resolution

Artwork should be 150dpi at 100% scale or 300dpi at half size. This will ensure the artwork remains high resolution when printed at full size. See samples below.

Vector Logo at 200%



Raster Logo at 200%



High Resolution Logo



Low Resolution Logo





United Soccer Coaches Convention

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January 10 - 12, 2019

Order Deadline **Tuesday, December 11, 2018**

Order with full payment and graphic files must be received by Order Deadline Date above. Orders received after this date may not be available.

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Connect With Us!

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Indianapolis, IN 46278

All hanging signs must be approved by Andrew Dahir. Please email hanging sign request to adahir@unitedsoccercoaches.org

Hanging Rental Signs

Attention Getting • High Visibility • Great Branding

Easy • Cost Effective Rental • Durable Dye Sublimation Graphics



CIRCLE DESIGN

Code	Size	Discount*	Regular
69140	10' x 48"	\$7,660.60	\$9,958.80
69142	16' x 48"	\$12,175.15	\$15,827.70



SQUARE DESIGN

Code	Size	Discount*	Regular
69143	10' x 48"	\$9,315.25	\$12,109.85

All Rentals Include:

- Dye sublimation printed fabric pillow case
- Rental frame
- Blockout liner
- Basic harness
- Weights under 75 pounds
- Rigging not included



TRIANGULAR DESIGN

Code	Size	Discount*	Regular
69144	10' x 48"	\$7,537.90	\$9,799.25



WAVE DESIGN

Code	Size	Discount*	Regular
69145	48" Single	\$3,319.65	\$4,315.55
69146	48" Double	\$4,417.35	\$5,742.55

Graphics must be received prior to the Discount Deadline date to receive discount pricing. See Graphic Guidelines for file specifications and Graphic Uploads for file submissions.

Don't forget to also place an order for hanging your sign!

Signature indicates you read and accept the Payment Policy and Terms & Conditions.

All orders cancelled by the exhibitor within 30 days of first day of exhibitor move in day may be subject to cancellation fees up to 100% of the total order, based upon the status of move-in, work performed and/or Shepard set-up costs or expenses. * All tax rates are subject to change.

Total Hanging Sign Rental: \$ _____

9.000% Tax*: \$ _____

Amount Due: \$ _____

Company Name: _____ Booth # _____

Contact Name

Contact Email Address

Please Sign

Card Holder Signature



HANGING SIGN: If you have a sign or anything (truss, etc.) that has been approved to hang from the ceiling, **send it to the advance shipping warehouse** address. Hanging items must be identified and readily available since they are installed first, before the show floor becomes encumbered by freight.

Print at least one label for each box. Include the exhibiting company name and booth number. If you are creating your own labels, make sure the same information below is on your labels.

Please note that **the warehouse is closed** on Monday, December 24; Tuesday, December 25; Monday, December 31; and Tuesday, January 1 for the holidays.

Hanging Sign Shipping Labels

R U S H	ADVANCE WAREHOUSE HANGING SIGN
	TO: (EXHIBITING CO. NAME)
	Booth #: Shepard c/oUPSF/J&J Motor Freight
	2338 South Indiana Ave
	Chicago, Il 60616
	Delivery Hours: M-F, 8-4:00 PM
For: United Soccer Coaches Convention	
First day freight can arrive w/o a surcharge: December 13, 2018	
Last day freight can arrive w/o a surcharge: December 28, 2018	

R U S H	ADVANCE WAREHOUSE HANGING SIGN
	TO: (EXHIBITING CO. NAME)
	Booth #: Shepard c/oUPSF/J&J Motor Freight
	2338 South Indiana Ave
	Chicago, Il 60616
	Delivery Hours: M-F, 8-4:00 PM
For: United Soccer Coaches Convention	
First day freight can arrive w/o a surcharge: December 13, 2018	
Last day freight can arrive w/o a surcharge: December 28, 2018	



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	phone	(317) 677-1235
	fax	(317) 389-5524
	mail	6101 West 80th Street Indianapolis, IN 46278

All hanging signs must be approved by Andrew Dahir. Please email hanging sign request to adahir@unitedsoccercoaches.org

Structural Integrity Statement

This form must be completed for all suspended structures. Please include the completed form with your hanging sign order forms.

As the contracted exhibitor, the display house or builder for the below exhibitor, do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures. We hereby release, indemnify and forever hold harmless the following:

**United Soccer Coaches Convention
McCormick Place, West Building, Hall F
Shepard Exposition Services**

along with their subsidiaries, their directors, officers, employees, representatives, agents and contractors from and against any and all liability, claims, damage, loss, fines, or penalties arising from the installation, use or dismantling of this structure. All hang points supporting in excess of 200 lbs. may be verified (metered) on site at the exhibitor's expense.

Exhibiting Company _____

Authorized Signature _____ **Date** _____

Authorized Name (printed) _____

Email _____

Display House/Builder (if applicable) _____

Authorized Signature _____ **Date** _____

Authorized Name (printed) _____

Email _____



United Soccer Coaches Convention

McCormick Place - Chicago, Illinois

January 10 - 12, 2019

Discount Deadline **Thursday, December 20, 2018**

Event Code: 1169220119

Connect With Us!

email Indianapolis@shepardes.com
 phone (317) 677-1235
 fax (317) 389-5524
 mail 6101 West 80th Street
 Indianapolis, IN 46278

Hanging Signs 101

All hanging signs must be approved by Andrew Dahir. Please email hanging sign request to adahir@unitedsoccercoaches.org

Things to Know!

All signs must be designed to comply with Show Organizer rules and regulations and facility limitations.

Shepard is responsible for **assembly, installation, and removal** of all hanging signs, overhead truss, attachment and removal of light fixtures for truss and lights, as well as any additional installation required for chain motors, span sets or other packages.

Only Shepard personnel are allowed in aerial lifts or operate mechanical equipment.

Only Shepard certified riggers can install and remove any and all hanging materials that will be flown overhead.

All signs, with the exception of banners, must have structural rigging points and signs exceeding 200 pounds must **include detailed construction plans** with a current structural engineer's stamp. Send these plans to Customer Service in advance of the first day of move in.

Include engineer-stamped drawings with hanging instructions as well as a set of assembly instructions (placement/orientation/height from floor) with the order. Shepard accepts no liability for any work completed without such instructions, when required.

If your sign requires electricity, make sure it is in working order and in accordance with the National Electric Code. Overhead Signs should be sent in a separate container directly to the **advance warehouse** using the Advance Hanging Sign shipping label.

Additional charges may be applied by Shepard due to regulations at the facility, weight limits, union jurisdictions, facility contracts, and in house providers. Including but not limited to: spanner truss for load points, additional labor for power and/or lighting specifics, additional materials, facility pick point ceiling fees, facility and/or in house exclusive labor charges, etc.

Hanging Sign Checklist

- Complete and Submit Payment Authorization Form
- Order Assembly labor to have your sign built by Shepard Certified Riggers
- Order Install and Dismantle labor for all Hanging Signs, Truss and Motors
- Order necessary Chain Motors, Rotating Motors and Truss
- Place electrical orders (if necessary)
- Submit Diagrams with orientation, dimensions and placement for ALL materials that will be flown overhead.
- Package Hanging Sign(s) in a separate container from exhibit materials
- Label Hanging Sign(s) using the Hanging Sign Shipping Label from this service manual
- Ship Hanging Sign(s) to the Advance Warehouse by: **Friday, December 28, 2018**

**Have questions or need more help?
 Our knowledgeable staff is ready to assist...give us a call!**



United Soccer Coaches Convention

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Labor Hours

ST - Straight time: Monday-Friday, 8:00 AM - 4:30 PM
OT - Overtime: Monday-Friday, 4:30 PM - Midnight; all day Saturday
DT - Double-time: All day Sunday, all other hours and holidays

Step One: Tell Us About Your Sign Type: Cloth Wood Truss Metal Other
Shape: Square Triangle Rectangle Circle Other
Size: Height _____ Width _____ Length _____ Weight _____

Step Two: Order Assembly and Disassembly Labor. Shepard Certified Riggers are required to assemble all hanging signs to ensure structural integrity

Sign Assembly Labor

Code	Item	Est Total Man Hours	Discount	Regular	Est Amount
69150	ST		\$186.88	\$242.95	\$
69151	OT		\$280.31	\$364.40	\$
69152	DT		\$373.75	\$485.90	\$

Date of Assembly _____ Start Time _____

Should hanging sign or supervision not be present at time the crew arrives a 1 Hour Crew Minimum charge will be applied.

Sign Disassembly Labor

Code	Item	Est Total Man Hours	Discount	Regular	Est Amount
69153	ST		\$186.88	\$242.95	\$
69154	OT		\$280.31	\$364.40	\$
69155	DT		\$373.75	\$485.90	\$

Date of Disassembly _____ Start Time _____

Step Three: Order Overhead Rigging Crew Rates are per lift and crew (up to 3 riggers) per hour. One hour minimum per lift/crew - lift/crew thereafter is charged in 1/2 increments.

Rigging Installation

Code	Est Total Hours	Discount	Regular	Est Amount
69156		\$943.70	\$1,226.80	\$

Date of Install _____ Start Time _____

*If additional crew or Labor is needed, additional charges may apply.

Additional charges may be applied by Shepard due to regulations at the facility, weight limits, union jurisdictions, facility contracts, and in house providers. Including but not limited to: spanner truss for load points, additional labor for power and/or lighting specifics, additional materials, facility pick point ceiling fees, facility and/or in house exclusive labor charges, etc.

Additional charges will apply for additional supplies required to ensure structural integrity of overhead sign.

Signature indicates you read and accept the Payment Policy and Terms & Conditions.

No refunds or exchanges once item has been delivered to your booth.

Cancellations must be received in writing within 48 hours of 1st day of exhibitor move in.

Event Code: 1169220119

Connect With Us!
email Indianapolis@shepardes.com
phone (317) 677-1235
fax (317) 389-5524
mail 6101 West 80th Street Indianapolis, IN 46278

All hanging signs must be approved by Andrew Dahir. Please email hanging sign request to adahir@unitedsoccercoaches.org

Order Early! SES will process requests for rigging in the order they are received and will make all attempts to honor requested start times.

Hanging Sign & Overhead Rigging

Please indicate who will be supervising ASSEMBLY:

Shepard Supervision 68069 Exhibitor Supervised

**Supervisory fee is 30% of total cost or \$60, whichever is greater.

Exhibitor Contact _____

How many laborers will you require? _____

Please indicate who will be supervising DISASSEMBLY:

Shepard Supervision 68073 Exhibitor Supervised

**Supervisory fee is 30% of total cost or \$60, whichever is greater.

Exhibitor Contact _____

How many laborers will you require? _____

Rigging Removal

Code	Est Total Hours	Discount	Regular	Est Amount
69157		\$943.70	\$1,226.80	\$

Date of Removal _____ Start Time _____

Company Name: _____ Booth # _____

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



United Soccer Coaches Convention

McCormick Place - Chicago, Illinois

January 10 - 12, 2019

Discount Deadline **Thursday, December 20, 2018**

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Black (06) Silver(15)

Truss*

Code	QTY	Item	Discount	Regular	Amount
6909415		12" Silver Box Truss (Per FT)	\$36.10	\$46.95	
6909406		12" Black Box Truss (Per FT)	\$36.10	\$46.95	
6903815		12" Silver Corner Block	\$135.25	\$175.85	
6903806		12" Black Corner Block	\$135.25	\$175.85	
70067		Design Fee (Hourly)	\$225.40	\$293.00	

*If you are ordering truss, you also need to order motors!

Truss Details

(Quantity & Size) _____

Motors

Code	QTY	Item	Discount	Regular	Amount
69017		One Ton Hoist/Chain Motor	\$766.35	\$996.25	
69016		Half Ton Hoist/Chain Motor	\$676.20	\$879.05	
69101		1/4 Ton Hoist/Chain Motor	\$405.70	\$527.40	
69019		Rotating Motor 500 LB Limit	\$721.20	\$937.55	
69020		Rotating Motor 200 LB Limit	\$405.70	\$527.40	

Rotate Clockwise (right)

Rotate Counterclockwise (left)

Include the following items with your Truss and Motor Order:

- Hanging Sign Instructions
- Sign/Hanging Diagram
- Placement Grid
- Overhead Rigging Labor Order

Additional Equipment and Supplies may be ordered and will be available onsite to use as needed to ensure structural integrity of the sign.

Signature indicates you read and accept the Payment Policy and Terms & Conditions.

No refunds or exchanges once item has been delivered to your booth.

Cancellations must be received in writing within 48 hours of 1st day of exhibitor move in.

Rental items found and in use in your booth are subject to "Regular" pricing.

Company Name: _____

Total Rigging Equipment: \$ _____

9.000% Tax*: \$ _____

Amount Due: \$ _____

Booth # _____

Contact Name

Contact Email Address

Please Sign



Card Holder Signature

Event Code: I169220119

Connect With Us! email Indianapolis@shepardes.com
 phone (317) 677-1235
 fax (317) 389-5524
 mail 6101 West 80th Street
 Indianapolis, IN 46278

Overhead Rigging Equipment

All hanging signs must be approved by Andrew Dahir. Please email hanging sign request to adahir@unitedsoccercoaches.org

For more information, to request a design/scaled plot, or to place additional orders please contact Shepard's Customer Service Department at:

Indianapolis@shepardes.com



Hanging Sign Supplies

United Soccer Coaches Convention

McCormick Place - Chicago, Illinois

January 10 - 12, 2019

Discount Deadline **Thursday, December 20, 2018**

Order with complete Payment Authorization and graphics must be received before Discount Deadline date to receive discounted pricing.

Event Code: 1169220119

Connect With Us!

email Indianapolis@shepardes.cor
 phone (317) 677-1235
 fax (317) 389-5524
 mail 6101 West 80th Street
 Indianapolis, IN 46278

Company Name

Booth #

The items below are supplies for Hanging Sign installation and overhead rigging. These items will be billed to you upon usage.

Code	Qty	Item	Discount	Regular
69022		CABLE SLINGS 1 FT	\$7.50	\$11.25
69023		CABLE SLINGS 2 FT	\$9.75	\$14.65
69024		CABLE SLINGS 4 FT	\$13.20	\$19.80
69025		CABLE SLINGS 5 FT	\$13.50	\$20.25
69026		CABLE SLINGS 6 FT	\$14.65	\$22.00
69027		CABLE SLINGS 8 FT	\$19.50	\$29.25
69028		CABLE SLINGS 10 FT	\$24.75	\$37.15
69029		CABLE SLINGS 12 FT	\$27.75	\$41.65
69030		CABLE SLINGS 14 FT	\$31.50	\$47.25
69031		CABLE SLINGS 20 FT	\$387.00	\$580.50
69032		CABLE SLINGS 30 FT	\$48.00	\$72.00
69033		CHAIN 3/8" X 3FT	\$18.00	\$27.00
69054		SHACKLES 1/2"	\$9.75	\$14.65
69035		STAC CHAIN	\$24.00	\$36.00
69064		TURNBUCKLES 5/16"	\$21.00	\$31.50
69122		CLAMPS-BEAM	\$105.00	\$157.50
69116		SHUNTS	\$57.00	\$85.50
69117		RATCHET STRAP 1"	\$22.50	\$33.75
69118		RATCHET STRAP 2"	\$30.00	\$45.00
68020		CONDUIT CONNECTOR	\$3.00	\$4.50

Code	Qty	Item	Discount	Regular
69119		TELESCOPE per foot	\$3.00	\$4.50
69120		WIRE 14 GAUGE per ft	\$0.75	\$1.15
69067		BOLT FORGED EYE	\$15.75	\$23.65
69068		BOLT UNISTRUT EYE	\$15.75	\$23.65
69069		BOLT EYE	\$11.25	\$16.90
69072		BATTEN 1'X3" PER FT	\$2.25	\$3.40
69073		BATTEN 1"X3" PAINTED WHITE	\$3.00	\$4.50
69075		PEAR RING 3/8"	\$18.00	\$27.00
69078		BLACK PIPE 2" per foot	\$3.00	\$4.50
68011		1/8" Cable per foot	\$4.50	\$6.75
68013		3/16" Cable per foot	\$6.00	\$9.00
69074		MONOFILAMENT per foot	\$0.75	\$1.15
69045		NYLON SLING-8FT	\$30.00	\$45.00
69124		SUPER TELE (12'-20')	\$75.00	\$112.50
69147		VERLOX-20'	\$45.00	\$67.50
69040		NYLON SPANSETS-3FT	\$12.75	\$19.15
69041		NYLON SPANSETS-4FT	\$16.50	\$24.75
69042		NYLON SPANSETS-6FT	\$22.50	\$33.75
69135		PICK POINTS, PER	\$100.00	\$100.00

Signature indicates you read and accept the Payment Policy and Terms & Conditions.

Total Hanging Sign Supplies: \$ _____

There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in writing within 14 days prior to first exhibitor move in day.

9.000% Tax*: \$ _____

Amount Due: \$ _____

Rental items found and in use in your booth are subject to "Standard" pricing.

Company Name: _____ Booth # _____

Contact Name

Contact Email Address





LABOR JURISDICTIONS McCormick Place & Navy Pier

LABOR

McCormack Place/Navy Pier is a union building and jurisdictions are clearly established. Generally you can do simple things within your booth.

EXHIBIT LABOR JURISDICTION – Unified Labor of Carpenters and Decorators

This combined force of union labor claims jurisdiction for the uncrating of exhibits and display materials; erection and dismantling of displays and exhibit materials including cabinets, fixtures, shelving units, furniture; laying of carpet and floor tile, hanging and installation of non-electric signs, re-crating of exhibits and machinery; installing and dismantling scaffolding, bleachers and ganging of chairs, installing of all drape, cloth and/or tacked fabric panels; and Velcro signs used in a booth that require tools or more than one person for installation.

Exhibitors may set up and dismantle their exhibits with the use of exhibitor owned tools (ladders, hand tools, cordless tool, and power tools) hang their own signs or graphics within their booth (except overhead ceiling signs). This rule is true regardless of booth size. Exhibitors may also skirt their tables. Exhibitors may not use mechanical or powered lifts within their booth space. It is understood that an "exhibitor EMPLOYEE" is defined as any person who has been employed by the exhibitor as a full time employee for a minimum of six months before the show's opening date.

TEAMSTER LABOR JURISDICTION

Teamsters handle all freight inside the exhibit hall. They unload all trucks or vehicles; deliver the material to your booth and remove and re load material at the close of the show. The only exceptions to this are, machinery (See Riggers) and small items which can be easily carried by one person, in one trip, without the use of dollies, flat trucks, etc. Exhibitors may carry in small packages, including pop up booths, provided they can be hand carried by one person in one trip per booth. Exhibitors that hand carry items do not have access to the dock. Exhibitors that arrive in their own vehicle (automobile, pick - up truck, mini-van, full size van and sports utility vehicle) may unload equipment and product using their own manual cart or dolly. This does not include multiple axle vehicles, flatbed trucks, box vans or trailers. Exhibitors may not use forklifts, pallet jacks, motorized dollies or similar motorized or hydraulic equipment to load, unload or transport materials on McCormick Place property. Exhibitors must work in teams of not less than 2 people and a driver must stay with the vehicle at all times. All workers must be full time employees of the exhibitor for a minimum of 6 months prior to the event. There is a maximum of 20 minutes for unloading.

RIGGERS and MACHINERY MOVERS

Riggers handle all machines. This includes unloading machines from trucks, moving the materials to your booth and uncrating them if necessary. Riggers also remove skids and re-skid machines and spot machines in your booth.

- Consistent with safety and the skills and training necessary to perform the task an exhibitor and exhibitor employees are permitted in a booth of any size with the use of the exhibitors ladders and hand tools, cordless tools or power tools to set up and dismantle exhibits, assemble and disassemble materials, machinery or equipment.
- An exhibitor and exhibitor employees are permitted in a booth of any size to skid, position and re skid all exhibitor material, machinery, and equipment using non-motorized hand trucks and dollies.
- An exhibitor and exhibitor employees are prohibited at any time from using scooters, forklifts, pallet jacks, condors, scissor lifts, motorized dollies, or similar motorized or hydraulic equipment.
- It is understood that an "exhibitor EMPLOYEE" is defined as any person who has been employed by the exhibitor as a full time employee for a minimum of six months before the show's opening date.

MILLWRIGHTS

When hired labor is use, Millwrights are responsible for handling the assembly of machinery, conveyors and machinery parts, as well as the leveling of machinery and conveyors. Exhibitors may assemble this equipment as long as full time employees of the exhibitor are used.

GENERAL PROVISIONS

In each case where these rules indicate an "exhibitor may" do something, this is interpreted to mean a full time employee of the exhibiting company (full time for a minimum of six months prior to show move in). Verifiable documentation must be provided upon request.

GRATUITIES /BREAKS

Tipping is expressly prohibited. This includes such practices as giving money, merchandise, or other special consideration for services rendered. Do not give coffee breaks other than mid-morning and mid-afternoon, other than the union scheduled breaks. (usually a morning and afternoon break with a lunch period in between). Any attempt to solicit a gratuity by an employee for any service should be reported immediately to Shepard Exposition Services. .

IN GENERAL

Exhibitors do not have to respond to grievances or complaints from union and trade personnel with respect to work jurisdictions. Please refer all such disputes and/or questions to Shepard management personnel immediately.

SAFETY

Safety of everyone working in the hall is of our utmost concern at all times. Standing on chairs, tables and other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Shepard Exposition Services cannot be held responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, please order labor on the Labor Order Form included in this manual and the necessary ladders and tools will be provided.



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Labor Hours

ST - Straight time: Monday-Friday, 8:00 AM - 4:30 PM
OT - Overtime: Monday-Friday, 4:30 PM - Midnight; all day Saturday
DT - Double-time: All day Sunday, all other hours and holidays

Shepard Blue Supervised Labor **Pricing includes Supervisory fee of 30% over standard labor .

Code	Discount	Regular
68066 ST	\$194.35	\$252.65
68067 OT	\$291.53	\$379.00
68068 DT	\$388.70	\$505.30

(68070/68071/68072)

Spend a Little, Save a Lot

Shepard will supervise* the labor, set up your exhibit according to your instructions, dismantle it, pack it, and ship it out per your information!

Event Code: I169220119

Connect With Us! email Indianapolis@shepardes.com
phone (317) 677-1235
fax (317) 389-5524
mail 6101 West 80th Street Indianapolis, IN 46278

Shepard Blue Supervised Labor

Choose Shepard Blue for your labor needs and leave your worries behind!

Step One:

Choose Your **Service**

Installation # _____
Dismantling # _____
Both # _____

Step Two:

How Many **People?**

Step Three:

How Many **Hours?**

Step Four:

When Should the Build be **Complete?**

Date: _____ Time: _____
Date: _____ Time: _____
Date: _____ Time: _____

Step Five: Tell Us About Your Exhibit!

(this portion **must be completed** before Shepard can begin any work on your exhibit)

Inbound Freight

Carrier Name _____ Tracking or Pro # _____ Estimated Weight _____
of Pieces _____ Advance Warehouse or Direct to Show site? _____ Estimated Arrival Date _____

Set Up Information:

Company Contact Name: _____ Email _____ Cell Phone # _____
Contact Arrival Date _____ Time Build Should be Complete _____

Booth Size: _____ X _____ Carpet: Ordered from Shepard Exhibitor Owned Carpet Carpet Padding

Drawings/Photos/Instructions:

Attached Emailed to Shepard With the Exhibit In crate # _____

Electrical Placement

(exhibitor is responsible to order)

Emailed to Shepard Drawing Attached Drawing with Exhibit

Does Electrical go UNDER carpet? Yes No

Graphics:

With Exhibit Shipped Separately

Other Services Ordered:

Overhead Rigging Cleaning AV

Outbound Shipping:

of Crates _____ # of Cartons _____ # of Fiber Cases _____ # of Pallets _____

Ship To: _____ Phone # _____

Must Arrive at Destination By: _____

Name of Carrier _____

Date Carrier is Scheduled to Pick Up Freight _____

Method: Common Air Van Other

If Your Carrier doesn't show? Reroute with SLS

*Allow time for empty return when scheduling your pick up

Send to warehouse for pick up (\$400 minimum charge)

Hours are based on estimates, you will be invoiced for actual time incurred. Minimum one hour per person ordered.

Estimated **SES Blue Labor**: \$ _____

Cancellations must be received in writing within 48 hours of 1st day of exhibitor move in, otherwise a 1 hour per man ordered will apply.

9.000% Tax*: \$ _____

Amount Due: \$ _____

Company Name: _____

Booth # _____

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



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OT - Overtime: Monday-Friday, 4:30 PM - Midnight; all day Saturday
DT - Double-time: All day Sunday, all other hours and holidays

Event Code: I169220119

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phone (317) 677-1235
fax (317) 389-5524
mail 6101 West 80th Street
Indianapolis, IN 46278

Exhibitor Supervised Labor

Exhibitor Supervised Labor

Code	Discount	Regular	Estimate
68060	ST	\$149.50	\$194.35
68061	OT	\$224.25	\$291.55
68062	DT	\$299.00	\$388.70

(68063/68064/68065)

Helpful Hints!

Send your booth to the Advance Warehouse so it will be onsite when you arrive.
Send a detailed drawing and instructions to us prior to the event.
When ordering dismantle labor, factor in the time it takes to remove aisle carpet and return empty containers.

Step One:

Choose your **service**

Installation
 Dismantling
 Both

Step Two:

How many **people**?

#

Step Three:

How many **hours**?

#

Step Four:

Any other **details**?

Any special tools needed? Ladders? Lifts?

Details:

Step Five: Schedule

Date	Start Time	End Time
Installation Request	<input type="text"/>	<input type="text"/>
Dismantle Request	<input type="text"/>	<input type="text"/>

Requested times are not guaranteed and are based on availability.

Step Six: Onsite Contact Info

Name
Cell Email:

Exhibitor Owned Carpet Installation/Removal

Use if you are shipping carpet to the event and require Shepard to install it for you.

To determine square footage amount, multiply the width of your booth space by the length of your booth space.

Carpet and flooring must be shipped to the advance warehouse.

Code	SQ FT	Description	Discount	Regular	Amount	Flooring Type:	
68080		Flooring Only	1.00	1.30		<input type="checkbox"/> Carpet Rolls	<input type="checkbox"/> Padding
68083		Padding + Flooring	1.50	1.95		<input type="checkbox"/> Carpet Squares	<input type="checkbox"/> Other
68079		MINIMUM	388.70	505.30			

Is electrical to be installed under your carpet? Yes No (Please forward Shepard a diagram of your electrical layout.)

In a Hurry or Have a Plane to Catch?
Choose **Shepard Blue** for your labor needs and leave the work to us!

Hours are based on estimates, you will be invoiced for actual time incurred. Minimum one hour per person ordered.
Cancellations must be received in writing within 48 hours of 1st day of exhibitor move in, otherwise a 1 hour per man ordered will apply.

Labor Estimate \$
9.000% Tax*: \$
Amount Due: \$

Company Name:

Booth #

Contact Name

Contact Email Address



Card Holder Signature



EXHIBITOR BILL OF RIGHTS

An Exhibitor Employee may perform work in a booth of any size. They can work within the booth using their own ladders or hand tools, cordless tools, power tools and other tools designated by McCormick Place/SMG. An exhibitor and exhibitor employees are prohibited at all times from using scooters, forklifts, genie lifts, pallet jacks, condors, scaffolding, scissor lifts, motorized dollies, or similar motorized or hydraulic equipment on Authority premises.

“Exhibitor Employee” is defined as any person who has been employed by exhibitor as a full-time employee for a minimum of 6 months before the show’s opening date. Proof of employment in the form of a W-2, payroll document or other documentation may be required upon request if deemed necessary by McCormick Place management. Documentation must be furnished within 24 hours of notification.

In addition to the work currently performed, exhibitors may also perform the following work within their booth:

- Setting-up and dismantling exhibits
- Assembling and disassembling materials, machinery or equipment
- Installing all signs, graphics, props, other decorative items and drapery, including the skirting of tables
- Delivering, setting-up, plugging-in, interconnecting and operating electrical equipment, computers, audio-visual devices and other equipment
- Skidding, positioning and re-skidding all exhibitor materials, machinery and equipment using their own non-motorized hand trucks, non-hydraulic hand trucks and dollies

Exhibitors can load/unload materials from automobiles and small utility vehicles (ASUV) at designated McCormick Place docks using their own non-motorized, non-hydraulic hand trucks and dollies. For more information on the ASUV program visit the Exhibitor section of the McCormick Place website: www.mccormickplace.com.

Please call 312-791-7299, if you have any questions or need clarification regarding the Exhibitor Bill of Rights. Leave a detailed message including Your Name, Company Name, Telephone Number, Date and Time of the call.

**Your call will be promptly returned between the hours of
7:00 a.m. — 6:30 p.m.**



EXHIBITOR RIGHTS “DO NOT APPLY”

To: McCormick Place Registered Contractors

Re: Exhibitor Rights **do not** apply to contractor personnel

All registered companies and contractors operating at McCormick Place must be in compliance with the new State of Illinois Legislation regarding display installation/dismantling.

One of the significant changes of the new legislation is that it allows “Full Time Exhibitor Personnel” to perform work on their display without any size limitation. This work includes the use of tools both hand and power tools and electrical work.

IT IS IMPORTANT TO NOTE THAT THE NEW LEGISLATION DOES NOT ALLOW EXHIBITORS TO TRANSFER THEIR RIGHTS TO CONTRACTOR PERSONNEL.

Any registered contractor who attempts to take advantage of these changes created by the new legislation by posing as an exhibitor employee will incur serious consequences-including the possible revocation of “Right of Entry” agreement. It is the contractor’s responsibility to have a complete understanding of all jurisdiction rules and McCormick Place rules that apply to any specific work.

For more information visit the McCormick Place website:
www.mccormickplace.com or you may contact the following personnel:

Tom Cassell	tcassell@mccormickplace.com	312-617-0115
Pat Allen	pallen@mpea.com	312-791-6551
Alicia Johnson	ajohnson@mpea.com	312-791-7186

McCormick Place / SMG • 301 East Cermak Road • Chicago, IL 60616



EXHIBITOR BILL OF RIGHTS COMMUNICATION/REVIEW PROCEDURE

Greetings Exhibitors:

The Exhibitor Bill of Rights grant an exhibiting company’s employee permission to perform work in a booth of any size, using their own ladders, hand tools, cordless tools, power tools and other tools approved by McCormick Place/SMG. An employee is defined as one who has been employed by the exhibiting company for 6 months or longer.

Exhibitors can also load/unload materials from automobiles and small utility vehicles (ASUV) at designated McCormick Place docks using their own non-motorized, non-hydraulic hand trucks and dollies. For more information on the ASUV program visit the Exhibitor section of the McCormick Place website: www.mccormickplace.com.

The Exhibitor Bill of Rights is the protection of your rights and the right to request a review of your invoices. If you have any questions or feel that your exhibitor rights are not being complied with please contact the following McCormick Place personnel via email or telephone. Be prepared to discuss the details of your experience and provide a written report and any documentation/invoices.

Exhibitor Rights Hotline	312-791-7299	
Alichia Johnson	312-791-7186	ajohnson@mpea.com
Patrick Allen	312-791-6551	pallen@mpea.com
Tom Cassell	312-617-0115	tcassell@mccormickplace.com

The following will occur upon request:

- You will be contacted within 5-7 business days.
- Your case will be reviewed by McCormick Place management.
- You will receive feedback from us no later than 30 days after all documentation has been submitted.
- Your written report will be submitted to the McCormick Place Advisory Council for review.

CHICAGO IS NOW THE MOST CUSTOMER-FRIENDLY CONVENTION AND TRADE SHOW DESTINATION AND WE WILL ENSURE THAT YOUR “EXHIBITOR’S RIGHTS” ARE COMPLIED WITH.



United Soccer Coaches Convention

McCormick Place - Chicago, Illinois

January 10 - 12, 2019

Order Deadline **Tuesday, December 11, 2018**

Order with full payment and graphic files must be received by Order Deadline Date above. Orders received after this date may not be available.

Event Code: 1169220119

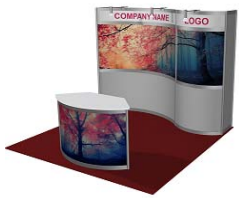
Connect With Us! email Indianapolis@shepardes.com
 phone (317) 677-1235
 fax (317) 389-5524
 mail 6101 West 80th Street
 Indianapolis, IN 46278

Inline Booth Rentals

Turnkey Rental Designs Make Exhibiting Easier!

Don't See what you are looking for or need a tweak to a design?
 Let one of our incredible designers create a space just for you! Contact an ESS Representative to get started!

The Eddie



Code	Qty	Item	Discount	Regular
66470		The Eddie- 10' x 10'	\$4,778.35	\$6,211.85
66471		The Eddie- 10' x 20'	\$7,781.20	\$10,115.55
66474		The Jonathon - 10' x 10'	\$3,333.55	\$4,333.60
66475		The Jonathon - 10' x 20'	\$5,835.00	\$7,585.50

The Jonathon



The Pierce



Code	Qty	Item	Discount	Regular
66477		The Pierce - 10' x 10'	\$4,134.85	\$5,375.30
66478		The Pierce - 10' x 20'	\$7,850.95	\$10,206.25
66484		The Madison - 10' x 10'	\$5,014.20	\$6,518.45
66485		The Madison - 10' x 20'	\$5,942.70	\$7,725.50

The Madison



The Grant

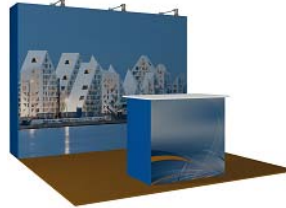


Code	Qty	Item	Discount	Regular
66486		The Grant- 10' x 10'	\$5,292.70	\$6,880.50
66487		The Grant- 10' x 20'	\$7,335.55	\$9,536.20
66492		The Harrison - 10' x 10'	\$4,865.65	\$6,325.35
66493		The Harrison - 10' x 20'	\$7,149.75	\$9,294.70

The Harrison



The Hamilton



Code	Qty	Item	Discount	Regular
66467		The Hamilton- 10' x 10'	\$3,390.55	\$4,407.70
66468		The Hamilton- 10' x 20'	\$5,939.80	\$7,721.75
66473		The Lucy - 10' x 10'	\$3,064.20	\$3,983.45

The Lucy



Carpet and Electricity not included. Please order as needed. All Exhibit Booth Rentals include installation/dismantling and graphic panels as shown for print-ready graphics. If graphics submitted are not print-ready, additional fees may apply. Monitor and lighting options available. Please contact the Exhibit Solutions Department with any questions at 404-720-8652.

Signature indicates you read and accept the Payment Policy and Terms & Conditions.

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Total Inline Rentals: \$ _____
 9.000% Tax*: \$ _____
 Amount Due: \$ _____

Company Name: _____ Booth # _____

Contact Name

Contact Email Address



X
 Card Holder Signature



United Soccer Coaches Convention

McCormick Place - Chicago, Illinois

January 10 - 12, 2019

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Connect With Us!
 email Indianapolis@shepardes.com
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 fax (317) 389-5524
 mail 6101 West 80th Street
 Indianapolis, IN 46278

Custom Exhibit
Counters

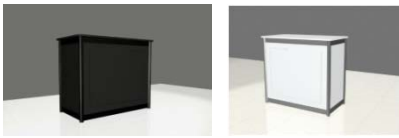
Choose Your Counter & Customize to Fit Your Exhibit!

Color choices for all products **Metal Colors** Black (06) Silver (15)

Panel Colors Black (06) White (03)

Locking Cabinets

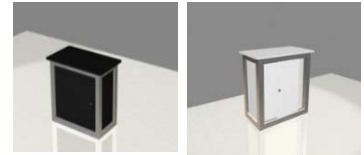
LC1 1Meter Wide



LC2 1.5 Meters Wide



LC3



Code	Qty	Item	Product Size	Discount	Regular	Metal Color	Panel Color
66282		LC1	3' 6" L x 3' 6" H x 1' 9" D	\$1,174.80	\$1,527.25		
66283		LC2	5' L x 3' 6" H x 1' 9" D	\$1,425.60	\$1,853.30		
66284		LC3	3' 9" L x 3' 6" H x 2' 3" D	\$866.55	\$1,126.50	Silver Only	

Reception Counters

RC2



RC3



Code	Qty	Item	Product Size	Discount	Regular	Metal Color	Panel Color
66275		RC2	1' 9" L x 2' 3" D x 3' 3" H x 2' 3" D	\$1,208.10	\$1,570.55		
66276		RC3	5' 3" L x 3' 6" H x 3' 3" D	\$2,620.65	\$3,406.85		

Graphic size: 1075mm x 885mm

Computer Stands-Silver Metal Only (graphic included!)

CS1



CS2



Code	Qty	Item	Product Size	Discount	Regular	Panel Color	Graphic Size
66285		CS1	3' L x 6' 3" H x 1' 9" D	\$1,524.00	\$1,981.20		250mm x 700mm
66286		CS2	2' 3" L x 6' 3" H x 1' 6" D	\$888.30	\$1,154.80		380mm x 580mm

Don't See what you are looking for or need a tweak to a design?
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Total Counter Rentals: \$ _____
 9.000% Tax*: \$ _____
 Amount Due: \$ _____

Company Name: _____ Booth # _____

Contact Name

Contact Email Address



Card Holder Signature



United Soccer Coaches Convention

McCormick Place - Chicago, Illinois

January 10 - 12, 2019

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 fax (317) 389-5524
 mail 6101 West 80th Street
 Indianapolis, IN 46278

Custom Product
Display and Charging
Stations

Choose Your Unit & Customize to Fit Your Products!

Color choices for showcase and displays **Metal Colors** Black (06) Silver (15)

Panel Colors Black (06) White (03)

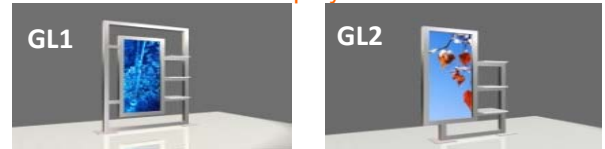
Product Displays

Gondolas



Code	Qty	Item	Product Size	Discount	Regular	Metal Color	Panel Color	Graphic Size
66277		Gondola	3' 6" L x 1' 9" D x 5' H	\$823.20	\$1,070.15			NA
66278		GL1	5' 4" L x 8' H x 1' 3" D	\$813.75	\$1,057.90	Silver Only	NA	674mm x 1682mm
66279		GL2	4' 3" L x 7' H x 1' 3" D	\$1,402.75	\$1,823.60	Silver Only	NA	674mm x 1682mm

GL Display Units

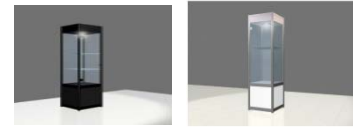


Showcases

Quarterview



Square



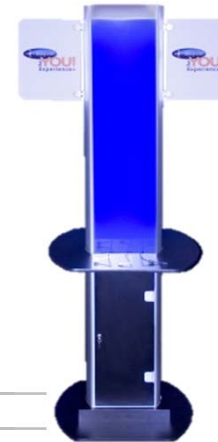
Code	Qty	Item	Product Size	Discount	Regular	Metal Color	Panel Color
66270		Qtrview	4' 6" L x 1' 9" D x 3' 3" H	\$1,585.00	\$2,060.50		
66272		Square	1' 9" L x 1' 9" D x 7' H	\$1,710.70	\$2,223.90		

Charging Units

SCS3



PCS



Code	Qty	Item	Product Size	Discount	Regular	Panel Color	Graphic Size
66166		SCS3	20" L x 2' H x 20" D	\$577.50	\$750.75		NA
66430		PCS	3' L x 6' 3" H x 1' 9" D	\$2,692.80	\$3,500.65	Black Only	250mm x 700mm

Signature indicates you read and accept the Payment Policy and Terms & Conditions.

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Custom Product Display Rentals: \$ _____

9.000% Tax*: \$ _____

Amount Due: \$ _____

Company Name: _____ Booth # _____

Contact Name

Contact Email Address



Card Holder Signature



United Soccer Coaches Convention

McCormick Place - Chicago, Illinois

January 10 - 12, 2019

Order Deadline **Tuesday, December 11, 2018**

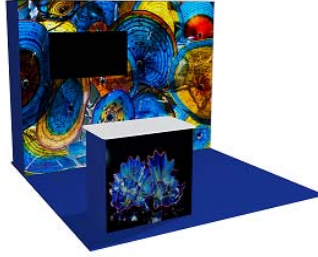
Order with full payment and graphic files must be received by Order Deadline Date above. Orders received after this date may not be available.

Event Code: 1169220119

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 phone (317) 677-1235
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 mail 6101 West 80th Street
 Indianapolis, IN 46278

Fabex Booth Rentals

10x10 Fabric Booth Rental Display



Code	Qty	Item	Discount	Regular
66557		FX21 10' x 10'	\$3,150.85	\$4,096.10
66558		FX2M1 10' w/Monitor	\$5,700.10	\$7,410.15

Side panel colors are either white or black

Backwall graphic size 3042mm x 2432mm

Counter graphic size 1070mm x 1020mm

Code	Qty	Item	Discount	Regular
66561		FX2H1 10' x 10'	\$3,855.45	\$5,012.10
66562		FX2M1H 10' w/Monitor	\$6,404.70	\$8,326.10

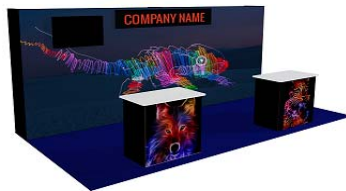
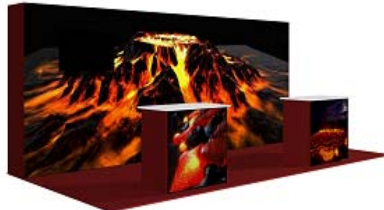
Side panel colors are either white or black

Backwall graphic size 3042mm x 2432mm

Counter graphic size 1070mm x 1020mm

Header graphic size 2440mm x 380mm

10x20 Fabric Booth Rental Display



Code	Qty	Item	Discount	Regular
66559		FX22 10' x 20'	\$5,461.50	\$7,099.95
66560		FX2M2 10' x 20' w/Monitor	\$8,010.75	\$10,414.00
66567		FX2H2 10' x 20'	\$6,091.75	\$7,919.30
66563		FX2M2H 20' w/Monitor	\$8,641.00	\$11,233.30

Side panel colors are white or black

Backwall graphic size 6012mm x 2432mm

Counter graphic size 1070mm x 1020mm

Header graphic size 2440mm x 380mm

****Please Note**** Carpet is not included, to order please refer to the Carpet Order form.

All Exhibit Booth Rentals include installation/dismantling and graphic panels as shown for print-ready graphics. If graphics submitted are not print-ready, additional fees may apply. Monitor and lighting options available. Please contact the Exhibit Solutions Department with any customizations at 404-720-8652.

Signature indicates you read and accept the Payment Policy and Terms & Conditions.

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Total Fabex Rental: \$ _____
 9.000% Tax*: \$ _____
 Amount Due: \$ _____

Company Name: _____

Booth # _____

Contact Name

Contact Email Address

Please Sign

Card Holder Signature



United Soccer Coaches Convention

McCormick Place - Chicago, Illinois

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Connect With Us!

email Indianapolis@shepardes.com
 phone (317) 677-1235
 fax (317) 389-5524
 mail 6101 West 80th Street
 Indianapolis, IN 46278

Fabex Backlit Booth Rentals

Freestanding 8' high Backlit Backwalls with Full Color Graphics

FX 11- 8'h x 10'

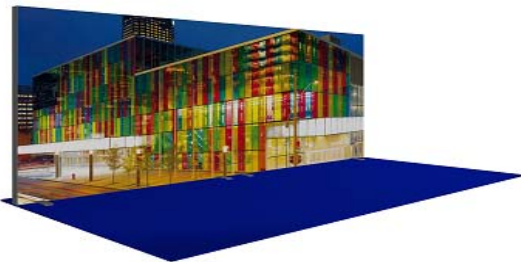


Step 1: Choose Your Booth Size
Step 2: Send Us Your Full Color Graphics

Code	Qty	Item	Discount	Regular	Graphic Sizes
66564		FX11 10' x 10' Backlit	\$3,177.15	\$4,130.30	3042mm x 2436mm
66565		FX12 10' x 20' Backlit	\$4,910.10	\$6,383.15	6088mm x 2436mm
66566		FX13 10' x 30' Backlit	\$6,643.05	\$8,635.95	8992mm x 2436mm

Carpet/Flooring, Furnishings, and Accessories not included.

FX 12- 8'h x 20'



Don't forget to order Power for your backlighting!

FX 13- 8' h x 30'



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Total Fabex Backlit: \$ _____
 9.000% Tax*: \$ _____
 Amount Due: \$ _____

Company Name: _____

BOOTH: _____

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



Island Booth Rentals

United Soccer Coaches Convention

McCormick Place - Chicago, Illinois

January 10 - 12, 2019

Event Code: I169220119

Connect With Us!

email ESSRentals@shepardes.com
 phone 404-720-8652
 fax 404-720-8757
 mail 1531 Carroll Drive, NW
 Atlanta, GA 30318

Order Deadline **Tuesday, December 11, 2018**

Order with full payment and graphic files must be received by Order Deadline Date above. Orders received after this date may not be available.

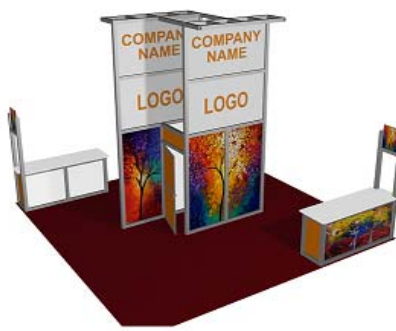
Turnkey Rental Designs Make Exhibiting Easier!

Want more inspiration? Check out our gallery @ <http://www.shepardes.com/shep-gallery.html>

The Monroe

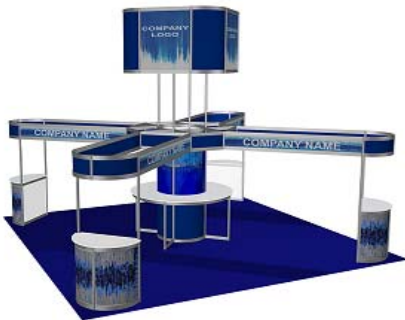


The Tyler

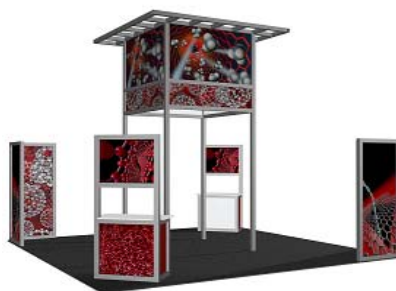


Don't See what you are looking for or need a tweak to a design? Let one of our incredible designers create a space just for you! Contact an ESS Representative to get started!

The Washington



The Garfield



Code	Qty	Item	Discount	Regular
66494		The Monroe	\$12,163.90	\$15,813.05
66368		The Washington	\$17,456.65	\$22,693.65
66495		The Tyler	\$12,990.40	\$16,887.50
66496		The Garfield	\$12,721.00	\$16,537.30

Monitors also available! Contact us for details!

Carpet and Electricity not included. Please order as needed. All Exhibit Booth Rentals include installation/dismantling and graphic panels as shown for print-ready graphics. If graphics submitted are not print-ready, additional fees may apply. Monitor and lighting options available. Please contact the Exhibit Solutions Department with any questions at 404-720-8652.

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Total Island Rentals: \$ _____
 9.000% Tax*: \$ _____
 Amount Due: \$ _____

Company Name: _____ Booth # _____

Contact Name _____ Contact Email Address _____

Please Sign

Card Holder Signature

Register at www.insurance4exhibitors.com! It's easy and you get an immediate certificate!

General Liability Insurance for \$1,000,000 per Occurrence / \$2,000,000 Aggregate

GENERAL LIABILITY INSURANCE PREMIUM RATES / EVENT INFORMATION

_____ **1 Event Day:** **\$89.00** _____ **4-10 Event Days:** **\$119.00** _____ **6 Month Policy:** **\$475.00**
 _____ **2-3 Event Days:** **\$109.00** _____ **11-30 Event Days:** **\$199.00** _____ **Annual Policy:** **\$650.00**

NAME OF EVENT: _____ EVENT START DATE: _____ End Date: _____
 EVENT WEBSITE: _____ EVENT CONTACT: _____ PHONE # _____
 VENUE ADDRESS with City, State & Zip: _____

EXHIBITOR INFORMATION – REGISTER AT www.insurance4exhibitors.com

Exhibiting Company/Insured: _____ Contact Name: _____
 Address: _____ City: _____ State: _____ Zip code: _____
 Email: _____ Country: _____ Telephone: _____
 Description of Business/Exhibit: _____

Does your exhibit or business involve any of the excluded activities below? _____ YES _____ NO

- | | | | | |
|------------------------------|------------------------|-------------------------------|------------------------------|---------|
| Alcohol Serving | Amusement Devices | Animals | Athletic Participation | Mazes |
| Disc-Jockeys | Bands | Entertainment & Film Industry | Equipment Rental | Tobacco |
| Fireworks, Firearms, Weapons | Health Supplements | Hot Wax Impressions | Inflatables | |
| Installation/Service/Repair | Massage | Mechanical/Amusement Devices | Water Activities | |
| Medical Testing | Motor Sport Activities | Oxygen / Aromatherapy | Storefront Operations | |
| Tattooing or Piercing | Vehicles in Motion | Weight-Loss Products | Watercraft Exhibits on Water | |

If yes, describe (we can still get you insurance) _____

Additional Insured: Most event planners or venues require you to name them as an additional insured. We need the name and address for each Additional Insured to issue a certificate. Don't list your employees. Just leave blank if you do not know.

Additional Insured #1: _____ Additional Insured #2: _____
 Address, City, ST, Zip: _____ Address, City, ST, Zip: _____
 Any special wording or coverage needed: _____
 Any Additional Information or notes: _____

METHOD OF PAYMENT - BY SIGNING BELOW YOU AUTHORIZE US TO CHARGE YOUR CREDIT CARD

Payment Form: ___ American Express ___ MasterCard ___ Visa ___ Discover ___ Check (Payable to "Insurance for Exhibitors")
 Card Number _____ Expiration Date: _____ Security Code: _____
 Cardholder Name: _____ Cardholder Address: _____
 Has any prior coverage been cancelled or non-renewed? _____ Yes _____ No

TERMS and CONDITIONS

Coverage is only provided for law suits brought in the U.S. and events held in the United States. I understand that the insurance company, in determining whether to provide insurance coverage, will rely on the information contained in this form and all other information being submitted. I hereby warrant, represent, and confirm that to the best of my knowledge all information provided is complete, true and correct. Signing this application does not bind the Applicant or the Company to complete the insurance, but it is understood and agreed that the information contained herein shall be the basis of the contract should a policy be issued. If any of the above questions have been answered fraudulently or in such a way as to conceal or misrepresent any material fact or circumstance concerning this insurance or the subject thereof, the entire policy shall be void. I understand that this policy includes an Agency fee which is not charge by the insurance company. The exact amount of the fee has been disclosed. I also understand all agency fees are not refundable once they are incurred. I also understand that this general liability policy does not provide any property coverage. By typing my name below, I am signing and agreeing.

I accept and understand the terms and conditions, Cardholder Name (Print) _____

I understand that no property is covered on this policy: _____ **I want a quote for property coverage:** _____

Insurance for Exhibitors
 30285 Bruce Industrial Parkway, Suite B
 Solon, OH 44139

Online: <http://www.insurance4exhibitors.com>
Email: info@insurance4exhibitors.com
Phone: 440-349-6650 **Fax:** 440-815-2154

Shepard Glossary

Advanced Freight – Refers to freight that has been sent to Shepard’s warehouse prior to the Event move in.

Advance Order – An order for services sent to service contractor prior to installation date.

Aisle Carpet – The carpet that is placed on the Event floor in the aisles to separate the booths.

Back Wall – Refers to the drape used at the rear of a standard booth.

Bill of Lading – A legal document that establishes the terms between the shipper (exhibitor) and transportation company (carrier) for the transport of goods between specified points for a specified charge. A bill of lading is required to be filled out and turned in at the Shepard Service Desk at the close of the show, after the exhibitor is all packed up, in order to Shepard to release the freight to the transportation company (carrier)

Booth Package – This term describes the equipment supplied to exhibitors from show management.

Certified Weight Ticket – Certified weight ticket is a required documented measurement used for shipping exhibit properties. All carriers checking into a Shepard marshaling yard are required to present a certified weight ticket at check in.

Common Carrier – A transportation company moving exhibitor freight, which usually only accepts crated materials that it can consolidate with the properties of other customers into one shipment bound for the same destination. Only Shepard can accept freight from a common carrier.

Corner Booth – An exhibit space with exposure on at least two aisles, usually found at the end of a row of inline booths.

CWT – “Century Weight” or “hundredweight”. The total weight of a crate is divided by 100 to obtain billable weight. 51,000 lbs / 100 = 510 cwt

Drayage – The service that includes delivery of materials to an exhibit space, removal of empty crates, storage of crates during the Event, return of crates at the end of the Event, and delivery of materials to the carrier loading area.

DT Labor – Double-time labor, or work performed on double time and charged at twice the published rate.

Empty Sticker – A colored sticker used to mark empty crates and boxes for storage provided in the material handling service. See Service Desk for Empty Stickers.

Exclusive Contractor – One who holds an exclusive contract with a facility or event manager to provide specified services to that facility or Event.

Exhibitor-Approved Contractor (EAC) – Also called an independent contractor, a supplier hired by an exhibitor to perform trade Event services independently of Event management-appointed contractors.

Exhibitor Kit – Also known as a Service Manual, this is package of information that contains all rules, regulations and ordering forms relating to an exhibition, provided to exhibitors by Event management.

Facility Carpeted – Indicates the exhibit hall and/or ballroom in which the Event is taking place is already carpeted.

Floor Order – An order for product or service placed after Advance Deadline therefore not eligible for discounted rates.

Floor Port – A utility box recessed in the floor containing electrical, telephone or plumbing connections.

Freight – Exhibit properties and other materials shipped for an exhibit.

Freight Desk – The area where inbound and outbound exhibit materials are handled at a trade event.

Forklift /Ground Rigging – Handling and assembly of machinery that requires the use of a forklift. This includes positioning and/or re-skidding of exhibitor material, machinery and equipment.

Hard wall – A type of exhibit construction in which walls are made of a solid material, rather than fabric.

I&D – Installation and dismantling of an exhibit by a labor source. Exhibitors may orders this service from the general contractor.

ID Signs – Typically a 7” x 44” cardstock sign that contains exhibitor name and booth number.

In-line – An exhibit that is constructed in a continuous line with other exhibits.

Island Exhibit – An exhibit with aisles on four sides. There is no pipe and drape construction provided to Island booths.

Labor – Contracted workers who perform services. When labor is ordered, hours are based on estimates and will be billed actual time incurred.

Requested times are not guaranteed and are based on availability. Minimum of one hour will be charged. Additional time will be billed in increments. Rates are based on when labor was performed: ST, OT, DT.

Logistics – Point to point transportation services for freight by an appointed carrier.

Marshaling Yard – A lot where trucks gather for orderly dispatch to Event site. When Shepard provides a marshaling yard, all carriers must check in, present a weight ticket, and will be guided to the docks to unload when a space is available. The same is true for the out of the show. Applicable fee applies.

Move In – Refers to the date and time that exhibitors gain access to a facility and are able to begin the construction and/or set up of their booth.

Mobile Spotting Fee – The charge for Shepard personnel to safely guide vehicles operated by exhibitors on the exhibit hall floor when approved by show management and if Shepard determines such activity to be operationally feasible and safe. All vehicles operated on the exhibit hall floor must be escorted by Shepard personnel. All local fire marshal rules and regulations apply. Please call customer service for details.

Move-out – The date/time specified by Event management for dismantling exhibits and clearing the exhibition floor. Also referred to as Tear Down.

Padded Van Shipment – Uncrated goods covered with blankets or other protective padding and shipped via van line.

Perimeter Booth – A booth space on an outside wall.

Pipe and Drape – Tubing covered with draped fabric to make up rails and back wall of a trade show.

Porter Service – A service that includes the emptying of wastebaskets within the booth at specific intervals during the show.

Quad Box – Four electrical outlets in one box provided by the electrical contractor.

Registration – This refers to an area that Event management uses to register and check in Event exhibitors, buyers and attendees. This is the place in which show badges can be obtained.

Rigger – A skilled worker responsible for handling and assembly of machinery.

Right-to-Work state – A state where no person can be denied the right to work because of membership or non-membership in a labor union. See the Union Rules and Regulations within your manual for specific guidelines.

Service Desk – The location at which exhibitors order services.

Side Rails – The wall between two booths used to divide exhibits, typically 3’ high.

Skirting – Decorative covering around tables and risers. Tables are skirted on 3 sides unless additional skirting is ordered.

Special Handling: An additional charge that applies to exhibits shipments requiring extra labor, equipment, or time for delivery to exhibit space.

ST labor – Straight time labor, or work performed during normal hours at the standard rate.

Targets – Exhibitor move in date/time prior to general move-in available by appointment only.

Visqueen – A clear heavy plastic sheeting that is placed over exhibiting carpeting after it is laid in order to protect it until show opens.

United Soccer Coaches Convention
McCormick Place, Chicago, IL

January 10-12, 2019

Discount Deadline **Wednesday, January 2, 2019**

Order with complete Payment Authorization and graphics must be received before Discount Deadline date to receive discounted pricing.

Event Code: 1169220119

Send your order to:

email Indianapolis@shepardes.com
phone (317) 677-1235
fax (317) 389-5524
mail 6101 West 80th Street
Indianapolis, IN 46278

Video/DATA Equipment

Code	Qty	Item	Discount	Regular	Total	Choose Monitor Stand Type:		
80164		24" LCD/Flat Screen Monitor	\$275.00	\$357.50		Table Top	<input type="checkbox"/>	Wall Mounted <input type="checkbox"/>
80165		32" LCD/Flat Screen Monitor	\$475.00	\$617.50		Table Top	<input type="checkbox"/>	Wall Mounted <input type="checkbox"/>
80173		42" LCD/Flat Screen Monitor	\$625.00	\$812.50		Table Top	<input type="checkbox"/>	Wall Mounted <input type="checkbox"/>
80174		46" LCD/Flat Screen Monitor	\$800.00	\$1,040.00		Table Top	<input type="checkbox"/>	Wall Mounted <input type="checkbox"/>
80175		55" LCD/Flat Screen Monitor	\$1,200.00	\$1,560.00		Table Top	<input type="checkbox"/>	Wall Mounted <input type="checkbox"/>
80166		60" LCD/Flat Screen Monitor	\$1,500.00	\$1,950.00		Table Top	<input type="checkbox"/>	Wall Mounted <input type="checkbox"/>
80167		80" LCD/Flat Screen Monitor	\$2,800.00	\$3,640.00		Table Top	<input type="checkbox"/>	Wall Mounted <input type="checkbox"/>

Touchscreen Displays

Code	Qty	Item	Discount	Regular	Total
80150		32" Touchscreen Table Top	\$800.00	\$1,040.00	
80151		32" Touchscreen Mounted	\$800.00	\$1,040.00	
80152		46" Touchscreen Table Top	\$1,300.00	\$1,690.00	
80153		46" Touchscreen Mounted	\$1,300.00	\$1,690.00	

Accessories

Code	Qty	Item	Discount	Regular	Total
80178		LCD Monitor Floor Stand Single Post	\$150.00	\$195.00	
80179		LCD Monitor Floor Stand Dual Post	\$225.00	\$292.50	
80180		LCD Mounting Bracket	\$150.00	\$195.00	

Computing

Code	Qty	Item	Discount	Regular	Total
80168		Desktop Computer with Monitor	\$250.00	\$325.00	
80162		Laptop Computer Windows Based	\$350.00	\$455.00	
80154		Apple iPad	\$175.00	\$227.50	
80155		iPad Floor Stand- White	\$150.00	\$195.00	
80156		Apple 21.5" iMac	\$300.00	\$390.00	
80157		Apple 15" MacBook Pro	\$450.00	\$585.00	
80163		Apple 17" MacBook Pro	\$525.00	\$682.50	

Additional Audio Visual Equipment

Code	Qty	Item	Discount	Regular	Total
80182		Blue-ray Player	\$150.00	\$195.00	
80181		DVD Player	\$150.00	\$195.00	
80149		Sound Bar	\$75.00	\$97.50	
80192		Wireless Microphone	\$350.00	\$455.00	
80159		Small High Performance PA System	\$225.00	\$292.50	

(includes 2 speakers w/ stands and mixer)

20% Labor Charge--Added to all orders--Includes delivery, install, dismantle

Code	Item	20% of order or \$125 min
80199	Delivery, Install, Dismantle	

Signature indicates you read and accept the Payment Policy and Terms & Conditions

There are no exchanges or refunds once item has been delivered to your booth. Cancellations must be received in writing within 14 days prior to first exhibitor move in day.

Total AV: \$ _____
30% Labor Charge (\$125 min) Includes Delivery, Install, Dismantle \$ _____
 NA Tax*: \$ _____
 Amount Due: \$ _____

Company Name: _____ Booth # _____

Contact Name

Contact Email Address



United Soccer Coaches Convention
 McCormick Place, Chicago, IL
 January 10-12, 2019

Event Code: I169220119

Connect With Us! email Indianapolis@shepardes.co
 phone (317) 677-1235
 fax (317) 389-5524
 mail 6101 West 80th Street
 Indianapolis, IN 46278

Payment Authorization

Please complete the information and return this form with your orders. You may choose to pay by credit card, check payable to Shepard Exposition Services, or bank wire transfer, however, we require your credit card authorization to be on file before we process your order(s) for service. **For your convenience, we will use this authorization to charge your credit card account for any additional amounts incurred as a result of show site orders placed by your representative including material handling charges for shipments received on your company's behalf and any unpaid balance due for Shepard services.**

Credits for services will be issued at show site only.

Please complete the following information:

EXHIBITING COMPANY INFORMATION



Company Name: _____ Booth # _____
 Street Address: _____ Phone: _____
 City, St, Zip: _____ Fax: _____
 Contact Name: _____
 Email: _____

CREDIT CARD INFORMATION

(Required for all forms of payment) Pay by Check Pay by Wire



You may choose to pay by Check or Wire Transfer, however a credit card is required on file to process all orders.

Credit Card #: _____
 Expiration Date: _____
Month Year Security Code
 Billing Address: _____
 City, ST, Zip: _____
 Name on Card: (Please Print) _____
 Please Sign   Card Holder Signature _____

By signing the above I acknowledge and understand that ALL services rendered, including Material Handling, will be billed to this credit card.

WIRE TRANSFER

In order to accurately process the transfer of funds from your account, please complete the following information and fax it along with a copy of the wire receipt to the fax number printed on the header of this page. A \$50 service charge will be added for processing checks drawn on foreign banks. A \$25 service charge will be added for processing U.S. wire transfers. \$50 service charge for international wire transfers.

The following information must be included on the bank copy of the wire transfer confirmation:

Name of show that you are attending **United Soccer Coaches Convention**
 Exhibiting Company Name _____
 Booth Number _____
 Account Name: Shepard Exposition Services, Inc. Bank Name: PNC Bank N.A., Pittsburgh, PA 15219 USA
 Routing Number: 041000124 Account Number: 42-6061-9772
 SWIFT CODE (US): PNCCUS33 SWIFT CODE (INTL): PNCCUS33

Please include the show name, event code and your booth # as well as the wire fee if you are sending a wire transfer, ACH payment, or

TAX EXEMPT? Please submit tax exemption certificate to: Indianapolis@shepardes.com

If you are tax exempt, you must provide a tax exemption certificate for the state in which the event is being held.



McCORMICK PLACE®
C H I C A G O



TECHNOLOGY SERVICES

ORDERING GUIDE AND FACILITY INFORMATION

United Soccer Coaches Convention

Advance Rate Deadline Date:
DECEMBER 24, 2018

Please note:

Complimentary Wi-Fi is no longer available on the exhibit floors.

To order VIP or VIP Plus Wireless service, see page 12.

To utilize the VIP Wireless services, your device must support 5.0 GHz.

Please contact us if you need assistance.

(312) 791-6113 (Call Center)

technology@mccormickplace.com (E-Mail)

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\$\$ SAVING TIPS \$\$

Following are some tips that will help contribute to a successful event and save you money.

- Save time by ordering your services via our Online Ordering System. Visit us at www.mccormickplace.com.
- Provide floor plans with all service orders.
- If you are ordering Internet services, please call Technology Services at (312) 791-6113 to ensure the services you are ordering are correct for your needs.
- Please pay attention to the DEADLINE DATE. Having your order, floor plans and full payment submitted by your DEADLINE DATE will save you money.
- McCormick Place requires an approved credit card to be on file for all orders, regardless of the method of payment you select. Please be sure to submit this information when placing your order to prevent any processing delays.
- Be sure to check in at our Service Desk upon your arrival to notify our staff when you are ready for your services. Our labor hours are as follows: **ST- Straight Time / OT- Overtime / DT- Double Time**

	MONDAY-FRIDAY	SATURDAY	SUNDAY/HOLIDAY
12:00am-5:59am	DT	12:00am-4:30pm OT for 1st Eight Consecutive Hours & DT Only After Eight Hours	DT
6:00am-10:00pm	ST for 1st Eight Consecutive Hours & OT Only After Eight Hours		
10:01pm-11:59pm	OT	4:31pm-11:59pm DT	

PLACING AN ORDER

When placing an order, pay particular attention to the **deadline date**. If you place your order by the deadline date, **you will save money**. Orders received after the deadline date or orders received without full payment will be billed at the standard rate.

The **Advance** rates apply when your **complete order and payment** are received by us on or before the deadline date. The **Standard** rates apply to all orders received after the deadline date (Late Order), orders received before the deadline date without full payment and floor plans (Partial Order), and all orders placed or changed on site (On-Site Order).

A COMPLETE ORDER CONTAINS ALL OF THE FOLLOWING ELEMENTS:

- Order and Payment Summary Form
- Technology Service Order Form(s)
- Floor Plan Template

During the event you will receive an On-Site Invoice for your technology services including itemized inbound labor and non-itemized tear out labor. **You will remit payment for the On-Site Invoice at this time.**

This invoice will not include any telephone usage. Telephone usage is calculated at the close of the event and charged to your credit card at that time.

TELEPHONE SERVICES

1. Once installed, telephone service is active 24 hours a day for the entire length of the event. The dial tone is typically deactivated in the morning following the last day of the event. If you require service beyond that, please contact our Service Desk. Reactivating fees apply if service needs to be re-established.
2. The cost of our telephone service includes telephone usage*. All telephone calls made from your telephone line once it is installed are your responsibility. Credit will not be given for telephone calls made over installed lines. To guard against unauthorized use, be sure to secure your telephone each night. Telephone usage will be billed to your credit card shortly after the close of the event. If you need a detail of all calls made, contact us at (312) 791-6113.
3. **Telecommunications Tax:** In the State of Illinois and the City of Chicago a Telecommunications Tax is required. These taxes are based upon current communications tax rates, and are subject to change without notice. Tax exemptions do not apply for these items.
4. **International Usage Deposit:** For internationally billed companies, a usage deposit of \$300.00 per line is required before “calling out” restrictions are lifted. Including the deposit at the time of your initial order will ensure that you will be able to call out as soon as you plug your telephone into the line. If your total usage is less than the usage deposit, the balance will be applied towards any outstanding charges.

DESCRIPTION OF TELEPHONE SERVICES

Telephone usage (if applicable) is billed after the close of the event and billed to your credit card.

1. **Analog Single Line Service:** Includes the installation of a touch-tone line and rental of a single line telephone instrument. We do not require that you return the trimline telephone instruments.
2. **Extension - Single Line:** Is an extension of the main Single Line service. This would be ordered if you need one telephone number shared by two telephone instruments (Only if you have ordered an Analog Single-Line Service)
3. **Digital Multi-Line Service:** Includes the installation of a touch-tone line and one multi-line telephone with a maximum capacity of up to seven appearances of the telephone line. Voicemail, if requested, is included along with fixed features such as hold, conference and transfer. These telephones are to be returned to avoid being charged a telephone replacement fee.
4. **Extension - Multi-Line:** Is an extension of the Digital Multi-Line service. This would be ordered if you need one telephone number shared by two telephone instruments (Only if you have ordered a Digital Multi-Line service).
5. **Voicemail System:** Our system is designed to ensure that all incoming calls to your booth will always be answered. Voicemail is operational 24 hours a day for the duration of the event.
6. **Other Carrier Services:** Any service delivered by an outside vendor such as POT's (Plain Old Telephone), T1's and ISDN.

*Some exceptions may apply. Please refer to your order form or visit our website for complete details.

CABLE TELEVISION ACCESS

(South and West Buildings only)

INTERNET SERVICES

We also offer a full menu of Wired and Wireless Internet to meet a wide range of technical needs and budgets. All services include 24-hour access through the move-in, event and move-out. The Technology Services department will work with you and your staff to meet your technical needs. If you have Internet questions, call (312) 791-6113 or E-mail: technology@mccormickplace.com.

Please note:

- The State of Illinois and the City of Chicago require a non-exempt telecommunications tax for all telephone and Internet Services. These taxes are excise, and are not resale or sales tax exempt.

DESCRIPTION OF INTERNET SERVICES

The following chart highlights the services offered. Please note the number of additional IP addresses available with each wired service. All wired services are delivered via Category 5 or 6 wiring with RJ45 terminated ends. For wired services, you must supply a device with an Ethernet NIC (Network Interface Card), installed TCP/IP, and an Internet browser. For wireless services, you must provide a device with an 802.11 a, b, g, or n wireless receiver. Our wireless network is optimized for 802.11 a and n devices transmitting and receiving at 5.0 Ghz. Your quality of service on the wireless network may vary widely depending upon hardware and environmental factors such as booth structures, attendee traffic, and location. For mission critical applications, McCormick Place strongly recommends using a wired dedicated service whenever possible. There are no firewalls or filtering on our connection to the Internet. Please consider your vulnerabilities: make sure you have up-to-date anti-virus software installed on your computer and consider the use of a firewall (we offer firewalls for rental). All Internet prices are a flat rate; no per minute usage or connection charges apply.

Service	Connection Speed	IP Addresses	Recommended Uses
Associate Class Shared Wired Service	Typical speeds up to 512 Kbps	Includes 1 DHCP IP address	For an individual user who wants easy plug and play access to E-mail and light web surfing on one device. This service is not designed to consistently support streaming audio or video. Connecting a wireless access point is not permitted on this service.
Executive Class Shared Wired Service	Typical speeds up to 1 Mbps	Includes 4 DHCP Private IP addresses, up to 6 additional addresses can be purchased.	For a user who needs a little more bandwidth and the ability to access the internet over multiple devices with plug and play capability. Executive Class service can be used for light to moderate web surfing. Connecting a wireless access point is not permitted on this service.
Executive Class Plus Shared Wired Service	Typical speeds up to 1 Mbps	Includes 4 routable public IP addresses, up to 6 additional addresses can be purchased.	Provides the same speeds and service found in the Executive Class Wired Service but uses routable IP addresses. Connecting a wireless access point is not permitted on this service.
Dedicated Wired 1.54 Mbps	1.54 Mbps	Includes 10 IP addresses. Up to 10 additional addresses can be added.	1.54 Mbps. Connecting a wireless access point is not permitted on this service.
Dedicated Wired 3.0 Mbps	3.0 Mbps	Includes 15 IP addresses. Up to 14 additional addresses can be added.	3.0 Mbps. Connecting a wireless access point is not permitted on this service.
Dedicated Wired 6.0 Mbps	6.0 Mbps	Includes 20 IP addresses. Up to 9 additional addresses can be added.	6.0 Mbps
Dedicated Services Greater than 6.0 Mbps - Please contact Technology Services at (312) 791-6113 or technology@mccormickplace.com.			
VIP Wireless Service (1-device per service) Cannot be transferred across devices.	Typical Speeds up to 1.5 Mbps	This service is only available for devices which use 802.11 a or n operating at 5.0 Ghz, intended for users who want a fast wireless internet service capable of downloading heavier graphic content. This service is ideal for an iPad or tablet user who is unable to connect to a wired service. These services provide access to the McCormick Place Wireless Network within the user's booth and throughout the facility. For pricing information on multi-user discounts, please contact us.	
VIP Plus Wireless Service (1-device per service) Cannot be transferred across devices.	Typical Speeds up to 10 Mbps		

“READ CAREFULLY BEFORE USING OUTSIDE INTERNET PROVIDERS”

McCormick Place is proud to provide industry-leading, high quality wired and wireless internet services to meet the information needs of show managers, exhibitors, and event attendees. As the exclusive provider of wired and 802.11 wireless internet service, McCormick Place’s competitive service offerings are capable of meeting the needs of any customer class. As leaders in the field of convention center internet delivery, McCormick Place offers many right-sized services and strives to lead the industry in both pricing and quality of service. Inasmuch as McCormick Place recognizes the need for competition to help maintain fair and honest pricing, that competition does exist between facilities. When comparing like services and their standard rates, McCormick Place leads the way in providing the most value for the dollar. The biggest threat to successful implementation of a well-deployed Wi-Fi infrastructure is interference. Given the nature of wireless services in an environment such as a convention center, McCormick Place closely monitors Wi-Fi usage to ensure our customers receive the best possible service.

In order to help our customers who, need the type of service that is delivered by “internet in a briefcase” providers, McCormick Place has developed a service offering to deliver an improved version of what these outside providers sell, and do so at a lower net cost. The chart below compares a sample third party’s offering with McCormick Place’s improved service;

	Third Party	McCormick Place VIP Wireless
Basic Service for one device	\$499 <i>(4 devices maximum)</i>	\$300 <i>(\$300 for the first device, \$150 each for the next 9 and less each from there. Unlike 3rd party offerings, this service can extend to any number of devices needed at a continually reducing scale.)</i>
<i>Only services from McCormick Place will extend the full run of the facility (public spaces, expo halls, ball rooms and meeting rooms). Services offered by outside vendors only work in range of the device they send. Additionally, onsite support is not available for any Wi-Fi- provider other than McCormick Place.</i>		
Additional days beyond 3	\$125	No charge
<i>The basic service from our sample provider only covers 3 days.</i>		
Shipping	\$60	No charge
Estimated total for a 4-day show	\$684	\$300

Although the initial appearance is that the “bring your own internet” option is attractive, clearly it is advantageous to purchase directly from the facility. To recap some of the benefits to McCormick Place’s VIP Wireless offering:

- Price: McCormick Place VIP Wireless is more cost effective than outside providers of Wi-Fi.
- Support: The only supported wireless provider is McCormick Place. As such, we:
 - Visit customers who are having issues
 - Help customers with device configuration
 - Work to resolve interference issues with neighboring exhibitors who may not be following McCormick Place rules for Wi-Fi use
 - Add equipment directly to an affected user’s booth if necessary
- Convenience: There is no need to utilize a freight carrier such as Fed Ex or UPS to transport devices, etc. The in-house, in place equipment is all that is required.
- Service: Unlike “bring your own” options, McCormick Place VIP Wireless works throughout the facility.

CHANGES TO COMPLIMENTARY WI-FI

Complimentary Wi-Fi is no longer available on the exhibit floor or in any space used for exhibits during show days, except in permanent Food Pod Areas in Halls A and F, and in one Hotspot area per exhibit hall (A-F). The Hotspot location will be determined on site by the Show Manager.

Exhibitors do have the option of purchasing our VIP or VIP Plus Wireless Service to gain access to Wi-Fi on the exhibit floor. Please see services grid on Page 3 for more details.

Complimentary Wi-Fi at a speed of 256K will continue to be offered in public/function space and meeting rooms.

WIRELESS ACCESS POINT WAIVER

- McCormick Place is the exclusive provider of wired and IEEE Standard 802.11 Wireless (Wi-Fi) Internet Services in all McCormick Place Facilities except for the McCormick Place Hyatt Hotel.
- McCormick Place may offer a waiver to allow an exhibitor to provide their own wireless. A waiver will only be provided under the following conditions:
 - The exhibitor must register their access point(s) using the McCormick Place Wi-Fi Waiver Form, and provide all required information at least 30 days in advance of the first move-in day for the show.
 - The exhibitor must purchase a 6 MBPS or greater dedicated wired internet service from the facility.
 - Any approved access points must be capable of manual power output and channel selection adjustments.
 - The exhibitor must configure the approved access point to the requirements specified by the facility.
 - Notwithstanding our best efforts to eliminate interference, if the exhibitor provided unit interferes with the facility's Wi-Fi system, the exhibitor will be required to disable it. If the access points were registered with the facility, the exhibitor will receive a refund for their wired service (excluding any labor to set up their equipment) and be allowed to purchase Wi-Fi service on the facility network.
 - If an exhibitor is found to be operating a non-approved wireless network using a McCormick Place wired service, the wired service will be terminated.
 - Exhibitors who are granted a waiver will not have access to the facility Wi-Fi network for areas outside their broadcast area unless they purchase those services from the facility.

There are several vendors who currently provide small portable Wi-Fi systems which connect to a cellular carrier and provide Wi-Fi service to linked devices. While this may appear to be a great solution to an individual who wants to provide temporary Wi-Fi services, it typically interferes with the Wi-Fi signal provided to users on the facility system. **These vendors are not authorized nor allowed to enter the complex for any service related issues.** McCormick Place provides a competitively priced exhibitor targeted Wi-Fi service which can be used throughout the facility and which is supported by an in-house staff. McCormick Place does not allow the transmission of IEEE standard 802.11(Wi-Fi) signals from self-contained portable Wi-Fi systems.

MCCORMICK PLACE TERMS AND CONDITIONS FOR NETWORK - INTERNET SERVICES

1. **Pricing and taxes.** Customer agrees to pay the fees and other charges for Internet services and other services and products provided hereunder. The prices listed on this Agreement do not include Federal, State, or Local taxes. Taxes will be included on your final bill.

2. **Additional costs.** The Authority reserves the right to bill the Customer for any additional cost the Authority incurs in:
 - a) assisting in trouble diagnosis or problem resolution found not to be the fault of the Authority or
 - b) collecting information required to complete the installation that customer fails to provide.

3. **Use of Internet Services.**
 - a) **APPLICABILITY** Please read this acceptable use policy prior to using the service; by using the Wi-Fi service, you, the user, are agreeing to the terms of this acceptable use policy. You are responsible for any violation of this acceptable use policy or misuse of the service through the use of your device, even if the misuse was conducted by a third party or other end user with access to your device, whether permitted by you or not. It is your responsibility to secure your computer(s), and/or mobile device so that such misuse is prevented.

 - b) **REVISIONS TO POLICY** McCormick place may revise this acceptable use policy from time to time without notice by posting any such revision on mccormickplace.com or any successor URL. Any revision of this acceptable use policy is effective immediately upon such posting. As such, you should regularly visit mccormickplace.com and review the posted acceptable use policy. In the event of a conflict between any user or customer agreement and this acceptable use policy, the terms of this acceptable use policy will govern.

 - c) **VIOLATIONS** McCormick place reserves the right to immediately terminate your access without notice at McCormick place's sole discretion if you or others who use your account violate this acceptable use policy. You agree to defend, hold harmless, and indemnify McCormick place, its manager, and their affiliates, directors, officers, employees, agents, licensees, and other partners and employees, from any loss, liability, claim, or demand, including reasonable attorney's fees, made by any third party due to or arising out of your breach of any provision of this acceptable use policy.

 - d) **COMMERCIAL USE** If you have purchased and are using a VIP Wireless service, this paragraph 4 shall not apply to your use of Wi-Fi at McCormick Place. Wi-Fi Service is provided for personal use within McCormick Place. You agree that you will not use, nor allow others to use, the Wi-Fi Service to operate any type of business or commercial enterprise or to use the Wi-Fi Service as an Internet service provider. You agree that you will not use, nor allow others to use, your mobile device as a Web Server, FTP Server, file server or game server or to run any other server applications.

 - e) **NO RESELLING OF SERVICES** User will not resell or redistribute, or allow others to resell or redistribute, access to the Wi-Fi Service in any manner, including by wireless means.

TERMS AND CONDITIONS FOR NETWORK (continued)

- f) **NO ILLEGAL OR FRAUDULENT USE** You agree that you will not use, and not encourage or allow others to use, the Wi-Fi Service to violate any applicable federal, state, local or international laws orders or regulations. You agree that you will not use, nor allow others to use, the Wi-Fi Service to plan or commit, or encourage or help others to plan or commit, a crime, fraud or act of terrorism, including but not limited to posting or transmitting information, data or material that is unlawful, abusive, libelous, slanderous, obscene, profane, unlawful, threatening, or defamatory, posting or transmitting child pornography or obscene material, engaging in a pyramid, Ponzi or other illegal soliciting schemes, sending chain e-mail that request money or other items of value, illegal gambling, the offering for sale of illegal weapons or substances, the promotion or publication of any material that may violate hate crime laws, or exporting software or technical information in violation of U.S. export control laws. You agree to indemnify, defend and hold harmless McCormick Place and its affiliates, suppliers, and agents against all claims and expenses (including reasonable attorney fees) resulting from you engaging in any act prohibited by this Acceptable Use Policy or resulting from your violation of this Acceptable Use Policy. This paragraph will survive any termination or expiration of any applicable subscriber agreement.
- g) **NO INFRINGEMENT OF INTELLECTUAL PROPERTY RIGHTS** You agree that you will not use, nor allow others to use, the Wi-Fi Service to send or receive any information that infringes the intellectual property, including without limitation patents, trademarks, copyrights, trade secrets or proprietary rights of any other person or entity. This includes, but is not limited to digitized music, movies, books, photographs, art or other copyrighted materials or software.
- h) **NO THREATS OR HARASSMENT** You agree that you will not use, nor allow others to use, the Wi-Fi Service to transmit any material that threatens or encourages bodily harm or destruction of property or which harasses, abuses, defames or invades the privacy or rights of any other person or entity.
- i) **NO HARM TO AND PROTECTION OF MINORS** You agree that you will not use, nor allow others to use, the Wi-Fi Service to harm or attempt to harm a minor, including but not limited to using the Wi-Fi Service to send pornographic, obscene or profane materials, or violating the Children’s Online Privacy Protection Act.
- j) **NO “SPAMMING”** You agree that you will not use, nor allow others to use, the Wi-Fi Service to send materials in a manner inconsistent with federal and state laws, including without limitation the CAN-SPAM Act of 2003 (15 U.S.C. §§ 7701-7713 and 18 U.S.C. § 1037). These materials include without limitation mass or bulk e-mail, numerous copies of the same or substantially similar messages, empty messages, or messages which contain no substantive content. We reserve the right, in our sole discretion, to determine whether such postings or transmissions constitute an advertisement, promotional material or any other form of solicitation in violation of such laws.
- k) **NO “HACKING”** You agree that you will not use, nor allow others to use, the Wi-Fi Service to access the accounts of others or to attempt to penetrate security measures of the Wi-Fi Service or access any other person’s computer or computer system, software, data, confidential or proprietary information of others without the owner’s knowledge and consent (“hacking”) or to cause a disruption of service to other on-line users. You agree that you will not use, nor allow others to use, tools designed for compromising network security, such as password guessing programs, cracking tools, packet sniffers or network probing tools.

TERMS AND CONDITIONS FOR NETWORK (continued)

- l) NO SYSTEM DISRUPTION** You agree that you will not use, nor allow others to use, the Wi-Fi Service to disrupt, restrict, destroy, impair or create any unusually large burden, disrupt any backbone network nodes or network service used by McCormick Place or others. You also agree that you will not use, nor allow others to use, the Wi-Fi Service to disrupt other Internet service providers or services, including but not limited to by e-mail bombing or the use of mass mailing programs, viruses, locks, keys, worms, Trojan horse or other harmful or debilitating feature; distribute mass or unsolicited e-mail, including commercial advertising, announcements or junk mail; or otherwise generate large levels of traffic sufficient to impede other's ability to send or receive information.
 - m) NO IMPERSONATION OR FORGERY** You agree that you will not, nor allow others to, impersonate another user, falsify one's user name, age, digital or manual signature or identity in e-mail or in any post or transmission to any newsgroup or mailing list or other similar groups or lists. You agree that you will not, nor allow others to, forge any message header of any electronic transmission, originating or passing through the Wi-Fi Service, or use an IP address not assigned to you.
 - n) NO ABUSE OF NEWSGROUPS** You agree that will not, nor allow others to, post a similar item to more than three (3) newsgroups or mailing lists. You agree that you will not, nor allow others to, post or transmit any private, third party e-mail to any newsgroup or mailing list without the explicit approval of the sender.
 - o) NO "VIRUSES"** You agree that you will not use, nor allow others to use, the Wi-Fi Service to restrict, inhibit, or otherwise interfere with the ability of any other person to use or enjoy the Wi-Fi Service or any features of the Wi-Fi Service, any Equipment or the Internet, regardless of intent, purpose or knowledge, including, without limitation, by posting or transmitting any information or software which contain computer "viruses," worms, "Trojan horses" or other harmful software programs and that you will use your best efforts to prevent the unintentional transmission of such viruses.
 - p) Wi-Fi MONITORING.** McCormick Place reserves the right at any time to monitor bandwidth, usage, transmissions, and content on the Wi-Fi Service from time to time; to seek or identify violations of this Policy; and/or to protect the network, the Wi-Fi Service and McCormick Place users. McCormick Place may not, however, routinely monitor the activity of your Wi-Fi Service account for violations of this Acceptable Use Policy. McCormick Place's failure to enforce this Acceptable Use Policy, for whatever reason, shall not be construed as a waiver of any right to do so at any time. You agree that any portion of this Acceptable Use Policy held invalid or unenforceable will as much as possible be construed consistent with the intent and applicable law; the remaining portions of this Acceptable Use Policy will remain in full force and effect.
4. **Wireless Specific.** The use of any wireless device that interferes with the facility wireless data frequency is prohibited.
5. **Performance Disclaimer.** The Authority does not warrant that the services provided hereunder will meet Customer's requirements or that Customer's access to and use of the services will be uninterrupted or free of errors or omissions. The Authority cannot and does not guarantee the privacy, security, authenticity and non-corruption of any information transmitted through, or stored in any system connected to the internet. The Authority shall not be responsible for any delays, errors, failures to perform, or disruptions in the Hosting services caused by or resulting from any act, omission or condition beyond the Authority's reasonable control. In situations involving performance or nonperformance of services furnished under this Agreement, Customer's sole remedy shall be a refund of a prorated portion of the price paid for services which were not provided. Credit will only be issued for periods of loss greater than 24 hours.

TERMS AND CONDITIONS FOR NETWORK (continued)

6. **Internet Security Disclaimer.** The Authority does not provide security, such as, but not limited to, firewalls, for any Internet service it provides. It is the sole responsibility of the Customer to provide any necessary security. With execution of this document, Customer agrees to the Terms and Conditions of this Agreement and will hold the Authority, its board members, officers, employees, agents, and consultants harmless for any and all liabilities arising from the use of non-secured Internet services.
7. **No Warranties.** The Authority makes no warranty of any kind with respect to services and products provided under this Agreement. The Authority disclaims all warranties, express and implied, including the warranties of Merchant ability and the fitness for a particular purpose.
8. **Limitation on Liability.** The Authority will not be liable for any damages Customer may suffer arising out of acts of God, use or inability to use the Authority's Internet services or related products unless such damages are caused by an intentional and willful act of the Authority. The Authority will not be liable for any special or consequential damages, or for loss, damage, or expense directly or indirectly arising from Customer's use or inability to use the system either separately or in combination with other equipment or software or for commercial loss of any kind, including loss of business profits, based upon breach of warranty, breach of contract, negligence, strict tort, or any other legal theory whether or not the Authority or its suppliers or its subcontractors have been advised of the possibility of such damage or loss. In no event shall the liability of the Authority exceed an amount equal to the price of products and services purchased by Customer during the twelve-month period preceding the event which caused the damages or injury.
9. **Indemnity.** Customer agrees to indemnify and hold the Authority, its board members, officers, employees, agents, and consultants harmless against any claim or demand by any third party due to or arising out of the use by Customer of Internet services and related products provided hereunder.
10. **Termination.** Customer's failure to comply with the terms and conditions of this Agreement will result in immediate termination of Internet services provided hereunder. Customer acknowledges that the Authority reserves the right to terminate this Agreement for convenience.
11. **Changes.** The Authority reserves the right to change these terms and conditions at any time. The terms and conditions in effect at the time of services are ordered shall apply. Customer may view the most current terms and conditions by visiting: www.mccormickplace.com.
12. **Miscellaneous.** This Agreement constitutes the entire agreement of the parties and supersedes any prior or contemporaneous agreements between the parties with respect to the subject of this Agreement. This Agreement shall be governed by and construed in accordance with the laws of the State of Illinois without regard to its conflict of laws principles.

PAYMENT POLICY

Your on- site representative must be aware of this payment policy and be prepared to make payment upon installation of technology services. **Payment must be made by credit card, company check or wire transfer.** Regardless of the method of payment you select, **an approved credit card must be on file.**

The exhibiting firm is responsible for payment. If a third party (i.e. agent, exhibitor appointed contractor, etc.) is hired to handle display and/or billing for any services, the exhibiting firm agrees that they are responsible for payment of the charges in the event that the named third party (i.e. agent / exhibitor appointed contractor, etc.) does not discharge payment of the invoice prior to the last day of the show. All charges would then revert to the exhibiting company. All invoices are due and payable upon receipt by either party by the close of the event.

For charges that are invoiced, payment is due upon receipt of invoice. Any charges unpaid 30 days after the invoice date will incur a finance charge of 1.5% per month, 18% annually, or the maximum legally allowable rate, whichever is lower. In addition, all future orders will be on a pre-paid basis only.

This payment policy agreement shall be governed by and construed in accordance with laws of the STATE OF ILLINOIS.

CANCELLATION POLICY

For full cancellation of all technology services ordered and not yet installed, a cancellation fee in the amount of 10% of the value of the services ordered will be charged.

For partial cancellation of technology services ordered, but not yet installed, no cancellation fees will be incurred.

For partial cancellation of technology services ordered and installed, but not yet used by the exhibitor, the installation labor costs will be charged.

For cancellation of an Internet line that has been installed but not yet used, a 10% cancellation fee plus labor will be charged.

For cancellation of telecommunication services that have been installed and used, the full cost will be charged.

LIMITATION OF LIABILITY

Any liability of McCormick Place for the provision of services, or the failure to provide services or with respect to any claim, loss or cause of action arising from the provision of services or the failure to so provide is limited to the amount actually paid for the services in question.

SUBMITTING YOUR ORDER

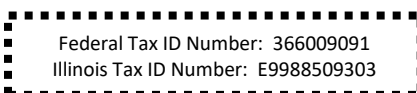
**ALL PAYMENTS MUST BE IN U.S. FUNDS DRAWN ON A U.S. BANK. MAKE CHECK PAYABLE TO:
"MCCORMICK PLACE / SMG"**

- US mail/First Class Mail/Couriers or Overnight Express (remember to allow ten days):
Metropolitan Pier and Exposition Authority • McCormick Place/SMG
301 E. Cermak Road • Chicago, IL 60616
- Wire Transfer:
BMO Harris Bank, N.A. • 111 West Monroe Street, Chicago, IL 60603 • ABA Routing # 071000288 • ACH Routing # 071000288 • Account #329-793-4 • Attn: SMG McCormick Place Depository
All wire transfers should include the following information:
 - Your company name • The event/show name • Your booth/space number • Your order/invoice number (if applicable).

PAYMENT USING A CREDIT CARD

[Ctrl+Click here to access the Calendar of Events and begin your On-Line order.](#)

Or go to: www.mccormickplace.com





ORDER AND PAYMENT SUMMARY FORM

Show/Event: Convention	Event ID/Code: 34034
Deadline Date for Advance Rate: DECEMBER 24, 2018	Event Dates: January 9 - 13, 2019

Bill To: <i>(check one)</i> Exhibiting Company <input type="checkbox"/> or EAC (Exhibitor Appointed Contractor) <input type="checkbox"/>	
Exhibiting Company Name:	Booth:
Address:	
City, State, Zip Code:	
Phone Number: ()	
EAC (If Applicable):	
Address:	
City, State, Zip Code:	
Phone Number: ()	
On-site Contact Name:	
Order Submitted by:	
Email Address:	

METHOD OF PAYMENT OPTIONS
<p><u>ALL PAYMENTS MUST BE IN U.S. FUNDS DRAWN ON A U.S. BANK</u></p> <p>PLEASE MARK APPROPRIATE SPACE BELOW:</p> <p><input type="checkbox"/> Check#: _____ **Make checks payable to: McCormick Place / SMG Mailing Address (US mail/First Class Mail/Couriers or Overnight Express please allow ten days): Metropolitan Pier and Exposition Authority c/o McCormick Place/SMG 301 E. Cermak Road, Chicago, IL 60616</p> <p><input type="checkbox"/> Credit Card: To pay via credit card, Ctrl+Click here to access the Calendar of Events and begin your On-Line order.</p> <p><input type="checkbox"/> Wire Transfer All wire transfers must include: Your company name, the event/show name, your booth/space number & your order # BMO Harris Bank, N.A. • 111 West Monroe Street, Chicago, IL 60603 • ABA Routing # 071000288 • ACH Routing # 071000288 • Account #329-793-4 • Attn: SMG McCormick Place Depository</p>

PLEASE CALCULATE YOUR SUBTOTAL FROM THE ORDER FORMS IN THE AREA BELOW	
Telephone Service(s)	\$
Cable TV Service(s)	\$
Internet Service(s)	\$
Telecommunication Taxes: 14.5%	\$
Total	\$

YOUR SIGNATURE INDICATES THAT YOU HAVE READ AND FULLY UNDERSTAND OUR PAYMENT POLICY, TERMS AND CONDITIONS	
Signature:	Printed Name:

OFFICE USE ONLY	
Date Received:	Order #:
Customer #:	Batch #:

INTERNET SERVICES ORDER FORM

ORDER AND FULL PAYMENT MUST BE RECEIVED BY DEADLINE DATE FOR ADVANCE RATE

EVENT NAME: Convention	EVENT DATES: January 9 - 13, 2019
COMPANY NAME:	BOOTH #: DATE:
PHONE #:	EMAIL ADDRESS:

DIGITAL INTERNET SERVICES

All services include the installation of ONE 10Base T network cable, terminated on an RJ45 end. Additional wiring is done by our Installers on a time and materials basis. You must supply all necessary hardware and software. PLEASE REFER TO PAGE 3 FOR A DESCRIPTION OF SERVICES OR CALL (312) 791-6113.

CODE	QTY	DESCRIPTION	ADVANCE RATE PER UNIT	STANDARD RATE PER UNIT	TOTAL
3401		Associate Class Wired Service	\$500.00	\$625.00	
3402		Executive Class Wired Service	\$1,200.00	\$1,500.00	
3403		Executive Class Plus Wired Service	\$1,400.00	\$1,750.00	

DEDICATED WIRED INTERNET SERVICES

3404	1.54 mbps Service		\$3,510.00	\$4,390.00	
3405	3.0 mbps Service		\$5,700.00	\$7,125.00	
3406	6.0 mbps Service		\$8,700.00	\$10,875.00	

**Dedicated Services Greater than 6.0 Mbps
Please call us at (312) 791-6113**

3354	Additional TCP/IP Address		\$125.00	\$160.00	
3358	Hub Rental – If you're connecting more than one computer, you'll need a hub. We offer hubs in 8, 16 and 24 port varieties.		\$125.00 – 8 ports	\$160.00 – 8 ports	
3376			\$200.00 – 16 ports	\$250.00 – 16 ports	
3377			\$250.00 – 24 ports	\$315.00 – 24 ports	
3367	Firewall Rental – We offer Cisco Pix ® firewalls. Includes basic programming.		\$625.00	\$780.00	

WIRELESS INTERNET SERVICES

VIP Wireless and VIP Plus Wireless Services

To utilize the VIP Class Wireless services your device must support 5.0 GHz. One service for each device. Cannot be transferred across devices.

3410	VIP Wireless (Speed 1.5 mbps) Contact us for multi-user pricing.		\$300.00	\$375.00	
3420	VIP Plus Wireless (Speed 10 mbps) Contact us for multi-user pricing.		\$450.00	\$525.00	

SUB-TOTAL

See terms and conditions. We cannot guarantee speeds on the Internet. Speeds listed are determined by your device and our Internet gateway. By placing an order, you agree to all terms and conditions. Services include one connection only. Additional drops or fanning of cables within the booth will be done on a time & materials basis.

LABOR

**LABOR RATES ARE EFFECTIVE:
June 1, 2018 – May 31, 2019**

Straight Time	\$99.00
Overtime	\$144.00
Double Time	\$189.00

DEADLINE DATE

Submit Your Complete Order and Full Payment
by **DECEMBER 24, 2018** to receive the Advanced Rate.

TAX BREAKDOWN

State Excise	7%
State Infrastructure	0.50%
City Excise	7%

Please note: Connecting a wireless access point is not permitted on the following service codes:

- 3401 Associate Class
- 3402 Executive Class
- 3403 Executive Class Plus
- 3404 1.54mbps
- 3405 3.0 mbps

WIRELESS ACCESS POINT WAIVER FORM

EVENT NAME: Convention	EVENT DATES: January 9 - 13, 2019
COMPANY NAME:	BOOTH #: DATE:
PHONE #:	EMAIL ADDRESS:

PLEASE COMPLETE ONE (1) FORM PER WIRELESS ACCESS POINT AND RETURN TO US BY **DECEMBER 24, 2018.**

1. Have you ordered Internet Services? Yes No

If so, please provide your Technology Services Order Number:

(Located on the Service Order Confirmation email that you received after your Internet order was placed.)

2. What services have been ordered? *(must be a Dedicated Wired Internet Service to qualify / 6 mbps or greater)*

3. Is your access point capable of manual power output and channel selection adjustments? Yes No

Please List Technical Specifications:

AP MAC Address: _____

SSID: _____

AP Manufacturer: _____

AP Model: _____

Intended 2.4 Ghz Channel (please check one): 1 6 11

Intended 2.4 Ghz Signal Strength: _____

Intended 5 Ghz Channel: _____

Intended 5 Ghz Signal Strength: _____

Intended Mounting Height: _____

Your signature indicates that you have read and fully understand our terms and conditions as stated in pages 4-5.

Signature: _____

Printed Name: _____

Date: _____

Please contact us for assistance.
(312) 791-6113 (Call Center)
technology@mccormickplace.com (E-Mail)
Order Technology Services On-Line At www.mccormickplace.com

TELEPHONE / CABLE SERVICES ORDER FORM

ORDER AND FULL PAYMENT MUST BE RECEIVED BY DEADLINE DATE FOR ADVANCE RATE

EVENT NAME: Convention	EVENT DATES: January 9 - 13, 2019
COMPANY NAME:	BOOTH #: DATE:
PHONE #:	EMAIL ADDRESS:

TELEPHONE SERVICES

CODE	QTY	DESCRIPTION	ADVANCE RATE PER UNIT	STANDARD RATE PER UNIT	TOTAL
3310		SINGLE LINE MAIN* – includes the use of our telephone instruments; if additional instruments that share the same phone number are required also order code 3321 extension service.	\$290.00	\$435.00	
3321		SINGLE LINE EXTENSION* – cannot be ordered without at least one MAIN service, code 3310; service includes the use of our telephone instruments.	\$140.00	\$210.00	
3315		MULTI-LINE MAIN* – Includes voicemail (by request) and use of telephone instruments; if additional instruments that share the same phone number are required also order code 3322 extension service.	\$620.00	\$930.00	
3322		MULTI-LINE EXTENSION* – cannot be ordered without at least one MAIN service, code 3315; service includes the use of our telephone instruments.	\$315.00	\$475.00	
		USAGE DEPOSIT PER PHONE LINE – required for internationally billed customers.	\$300.00	\$300.00	
3311		(Voice Mail) Per Single Line Telephone	\$60.00	\$90.00	
3319		OTHER CARRIER SERVICES	\$265.00	\$398.00	
3340		POLYCOM SOUND STATION - Line charge is separate (electrical service required)	\$210.00	\$210.00	
3337		SINGLE LINE SPEAKER – Line charge is separate	\$12.00	\$18.00	
				SUB-TOTAL	

CABLE TELEVISION SERVICES

South & West Buildings Only

Code	Qty	Description	Advance Rate Per Unit	Standard Rate Per Unit	Total
1560		CABLE ACCESS	\$245.00	\$368.00	
1570		1 ADDITIONAL CONNECTION FROM THE MAIN SERVICE	\$32.00	\$47.00	
				SUB-TOTAL	

Our telephone services include:

- **Unlimited Free Toll-free calls**
- **Unlimited Local (Chicago Metro Area) Calls**
- **Up to 100 minutes of Domestic Long Distance calls at no charge**

We charge for all international calls

DEADLINE DATE

Submit Your Complete Order and Full Payment by **DECEMBER 24, 2018** to receive the Advanced Rate.

COMMUNICATION SERVICES LABOR TICKET

Please complete this form along with your Order and Payment Summary Form (pg. 11) if you require service installation by a specific date or networking/fanning out of CAT5 cables. Contact us at 312-791-6113 or technology@mccormickplace.com for assistance with placing a "labor only" order. **NOTE: For "labor only" orders, a detailed floor plan with locations must be submitted.**

EVENT NAME: Convention	EVENT DATES: January 9 - 13, 2019
COMPANY NAME:	REQUESTED BY (Name):
BOOTH #:	DATE:
BUILDING: <input type="checkbox"/> NORTH <input type="checkbox"/> SOUTH <input type="checkbox"/> EAST <input type="checkbox"/> WEST	
THE LINE BELOW IS FOR INTERNAL USE	
WORK ORDER #:	MCCORMICK PLACE ASSIGNED PHONE #S:

DATE & TIME LABOR REQUESTED: _____

DESCRIPTION OF WORK:

- Pre-wire booth prior/early installation
- Install inside booth wiring for customer owned phone system
- Fanning out network (Internet/fiber/etc.) drops inside booth
- Other: Please specify _____

THE TABLE BELOW IS FOR INTERNAL USE

Date	Technician	Straight Time Hours Code 3930 @ \$99.00	Overtime Hours Code 3940 @ \$144.00	Double time Hours Code 3950 @ \$189.00	Inbound or Outbound Labor (Designate below)

I acknowledge that by signing this ticket I agree to pay the total charges at the time of invoicing.

Authorized Signature: _____

Print Name: _____

Date: _____

Technology Services Routing Instructions

Original: Keep in show site folder
Copy: fax copy to the telephone equipment room.

Total Amount \$

FLOOR PLAN TEMPLATE

Event Name: <u>Convention</u>	Event Dates: <u>January 9 - 13, 2019</u>
Deadline Date: <u>December 24, 2018</u>	Company Name: _____
Booth #: _____	Phone #: _____
Fax #: _____	On-Site Contact Name: _____
Contact Arrival Date: _____	
Equipment Delivery Date: _____	Carpet Installation Date: _____

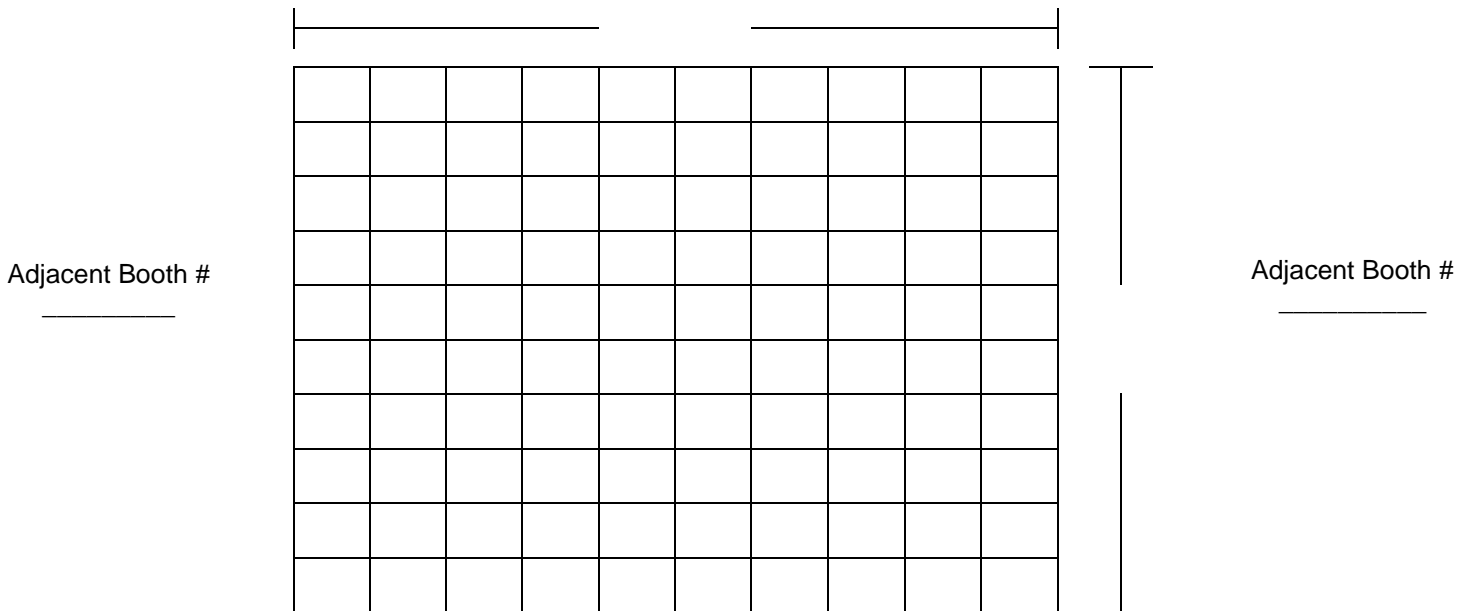
Using the legend below, please complete this form for all Telecommunication services ordered. A change of location on an installed or partially installed service may result in additional costs to you. If you are submitting your own detailed drawing, please be sure to include the following items:

- Your company name, booth number, your office phone and fax #s, your on-site contact and their expected arrival date, your equipment delivery date and your carpet (flooring) installation date.
- Be sure to check in at the Service Desk upon your arrival to notify our staff when you are ready for your service

TO AVOID BOOTH INSTALLATION CHARGES PLEASE BE SURE TO SUBMIT FLOOR PLANS ALONG WITH YOUR ORDERS.

1 square = 1 square foot (Unless otherwise noted)

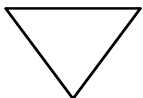
Back of Booth



Aisle



- TELEPHONE JACKS



- INTERNET ACCESS

BOOTH DIMENSIONS:

_____ (L) X _____ (W)

FACILITY REGULATIONS

Animals and Pets

- Domestic animals: If you plan to use a domestic animal (i.e., cat or dog) in your exhibit, be sure to contact your Show Manager for approval. An insurance disclaimer will need to be completed. Upon proof of show management approval, disclaimer forms can be obtained through the McCormick Place Risk Management Department at (312) 791-7113.
- Non-domestic, endangered or exotic animals: The use of these animals must be approved by your Show Manager. In addition to the disclaimer form, you must also contact our Loss Prevention Manager at (312) 791-7113.

Balloons, Radio-Operated Air Devices, Drones and Aircraft Landing

- Radio-operated blimps and similar devices are permitted on the event floor with pre-approval in writing from Show Management and with a certificate of accident insurance.
- To prevent escape to the ceiling, helium-filled balloons and similar objects must be secured. If they do escape to the ceiling, you may be charged removal fees.
- Helium-filled balloons or any other helium-filled object may not be distributed.
- Mylar balloons are prohibited due to their effect on the fire detection systems.
- Exhibitors are not permitted to use a drone within the Complex for proprietary and safety reasons.
- The City of Chicago does not allow small aircrafts to land within city limits, unless in designated locations.

Smoking

- In accordance with the City of Chicago Fire Department and the City of Chicago, smoking is not permitted in McCormick Place. Smoking stations are located outside of the facility.

Exhibits in Meeting Rooms

- If a meeting room has been assigned to your company for exhibit or meeting use, please contact the McCormick Place Event Management Department for specific meeting room guidelines.
- Storage of combustible materials in meeting rooms, ballrooms or service corridors is prohibited.
- Crates, cartons, pallets, pallet jacks, forklifts, etc., are not allowed in meeting rooms. All freight must be uncrated or removed from pallets prior to entering the room. Movement of freight should be done using flat trucks dedicated to carpet use. If other flat trucks or dollies are used, appropriate floor protection (Visqueen or Masonite) must be installed.
- Storage of containers, skids, etc. is prohibited inside the facility. These items must be moved to the appropriate crate storage area. Please contact your Contractor or the official event service contractor to assist you. Removal of such items is a Fire Safety regulation and subject to inspection by the Fire Marshal.

Hanging Items

Hanging items are defined as any materials, including but not limited to, signs and machinery, which are hung from or attached to ceilings, exhibit structures or building supports.

All requests for hanging items must be reviewed and approved by Show Management.

The responsibility to hang an item is shared by your general service contractor and the utility provider.

NOTE: Items weighing 500 lbs. or more: Drawings must be reviewed, signed and stamped by a licensed structural engineer to CERTIFY STRUCTURAL INTEGRITY AND SAFETY.

- These rules and regulations provide absolute limits which cannot be exceeded under any circumstances or conditions.
- Fire Retardant regulations also apply to hanging items. Refer questions regarding fire retardancy to the Fire Safety Manager at (312) 791-6079.
- No hanging items are to be hung from any electrical fixtures, raceways, water, gas, air, fire protection, communications lines, piping, supports or hangers.
- All electrical and neon items must conform to City of Chicago Electrical Codes.
- The use of MIS, Octonorm or similar components systems for hanging signs is not permitted in our facility.

Parking

Exhibitor Guaranteed Parking

A limited number of guaranteed parking spaces are available by advance order of an Exhibitor Parking Permit. This permit allows access to the garages with in-and-out privileges. Parking spaces are guaranteed even if lots fill to capacity. For more details, please visit: [Click and Park](#)

Automobile and Small Utility Vehicle (ASUV) Program

Self-loading/Unloading ASUV

McCormick Place allows exhibitors to unload and load small privately-owned vehicles without hiring labor at designated areas in the building. Show management will determine the hours of operation for each event. We encourage exhibitors to participate in the ASUV program using one of the options listed on our website. Please visit us at [ASUV](#) for complete details.

Hand Carried Items

Park the vehicle in any of the McCormick Place parking lots or garages and transport items using pedestrian building access to the show floor. Only non-motorized, non-hydraulic hand trucks and dollies may be used to transport items from your vehicle to the show floor. Parking fees will apply.

Exhibit Hall Use And Guidelines

Fire Safety Regulations

Fire Prevention reserves the right to make any final decisions regarding the outlined requirements, according to Section 2-36-220 of the Municipal Code of Chicago on Fire Prevention.

Prior to the show opening and at any time during the event, the Fire Marshal may inspect the booths to ensure these requirements are met. If they are not, adjustments can be costly, and if a booth imposes a significant fire hazard, it will be prohibited from exhibiting.

The Fire Safety Manager at 312-791-6079 or dcozzi@mccormickplace.com can answer any questions or provide a set of fire code information.

Booth Staging

In addition to equipment and furniture placed within a booth space, exhibitors are allowed to stage the following items:

- Boxed or loose product, materials or literature.
- Fiber cases used to ship pop-up displays.
- Personal items such as luggage, purses, briefcases or coats.

The following restrictions must be observed when staging these additional items:

- The amount of product, materials or literature that may be staged within a booth space must not exceed a one-day supply.
- Items may be placed either in a display case, on a counter, on a shelving unit, in a closet, on a table, under a table or stacked neatly within the booth space.
- Items that are placed under a table must not protrude outside the table dimensions.
- Items that are stacked must not create a tripping hazard or hamper easy movement within the booth space.
- Items may not be placed on or within six inches of floor ports, electrical wiring or cabling.
- Pallets, empty crates, cartons and boxes may not be stored in the booth space.
- Staging will not be allowed behind the back wall of the booth and behind the drape within the booth.

Fire Retardancy

Booth construction and decoration materials must be fire retardant. It is suggested that a certificate of retardancy be available at the show to prevent the need for possible on-site testing of the material. Fabrics must pass the NFPA-701 Code, and all other construction and decoration materials must pass the NFPA-703 Code as well as the UL-1975 test. General guidelines for material fire retardancy include:

- Backdrops, tents, canopies, dust and table covers, drapes and similar fabrics: These fabrics can often be made fire retardant by a dry cleaner that can issue a certificate of fire retardancy. Suppliers and/or display manufacturers can also provide a certificate included with the materials.

- Corrugated cardboard/display boxes: These materials can best be made fire retardant at a factory.
- Wood and wood by-products: If wood materials are not sufficiently fire retardant, a certified fire retardant specialist using pressure impregnation or similar impregnation method must treat them.
- Polyurethane foam, plastic and similar products.

Open Flame Devices

Used for illumination or decoration, such as candles, gelled alcohol fuel fire bowls, firepots or fireplaces must comply with the following:

- Prior notification and review by McCormick Place, Fire Safety Manager, the Fire Prevention Bureau, Fire Marshal, Authority having jurisdiction for each and every display.
- Must be contained inside a non-combustible enclosure that totally encapsulates the flame providing a measure of safety to the public.
- Must be positioned on a non-combustible surface with a 24-inch clearance of the flame device from any combustibles and booth back wall.
- Must have a mechanism available to quickly and safely extinguish the flame.
- Must have at least one multipurpose fire extinguisher rated minimum 2 – A :10- B:C strategically located with the booth.
- Booth personnel should be familiar with the operation of the fire extinguisher.
- Booth personnel must be in attendance whenever the device is in use.
- Maximum one-day supply of the replacement fuel allowed in booth.
- Device must be allowed to cool before refueling.
- Flame must be extinguished ½ hour prior to closing.

Hazardous Demonstration/Display Materials/Pyrotechnics

When designing demonstrations and displays, note that the following devices require pre-approval by McCormick Place and the Chicago Fire Department.

- Lasers, open flames (including candles)
- Smoke-producing devices
- Indoor Pyrotechnics have special permitting procedures through the City of Chicago Fire Prevention Bureau. Contact the Fire Safety Manager.
- Heating appliances
- Welding, brazing or cutting equipment
- Radioactive materials
- Compressed gas or compressed liquid cylinders if applicable used in the booth must be securely anchored to prevent toppling.
- Gasoline, kerosene or other flammable, toxic liquid, solid or gas
 - A limited supply of these fuels may be stored in the demonstration device, but cannot be stored overnight.
 - All fuel transfers must use safety cans.
- When displaying a flammable or combustible labeled product, the display container shall be empty. Up to two aerosol cans may be used for demonstration purposes only.

Approval requests must be sent in 60 days before move-in of the event. The request must state how the demonstration will avoid hazards to people or nearby objects. Plexiglas or similar protection is required whenever sparking may occur. Fire extinguishers will also be required.

Any chemical, substance or material deemed hazardous by O.S.H.A. requires pre-approval and must be accompanied with the appropriate M.S.D.S. McCormick Place Fire Safety Office will need copies of the M.S.D.S. before the materials arrive.

Prohibited Materials

The following items are fire-hazardous and prohibited in McCormick Place:

- All flammable compressed gases, such as propane and butane
- Explosives and live ammunition
- Untreated Christmas trees, cut evergreens or similar trees
- Fireplace logs and similar materials
- Charcoal
- Untreated mulch, Hay, Straw, Bamboo and Spanish moss

Cooking and Heat-Generating Devices

If cooking or heating appliances will be used, they must be powered electrically or by natural gas. Stoves and heaters for booth usage must be UL listed/approved and also be adequately ventilated. Nothing combustible may be placed near any heat-producing appliance. A UL listed/approved, 2 – A :10 – B : C ABC-type fire extinguisher is required in such exhibits.

Exhibits or Product Displays in Meeting Rooms

Storage of combustible materials in meeting rooms, ballrooms or service corridors is prohibited.

Fire Hose Cabinets, Pull Stations, Aisles and Exits

- Each of these fire safety supports must be visible and accessible at all times. Adjustments to space and equipment may be required.
- Chairs, tables and other display equipment must be clear of all aisles, corridors, stairways and other exit areas.

Vehicle Displays

- Any vehicle or other apparatus that has a fuel tank and is part of a display, is required to be equipped with a locking (or taped) gas cap and can contain no more than 1/8 tank of fuel.
- Once the vehicle has been positioned, it cannot be moved until move-out begins, without prior approval by the Fire Safety Manager or Designee.
- Battery cables must be disconnected once the vehicle is positioned. The engine cannot be operated during show hours.
- Refueling must be done off property.

Multi-Level Booths or Ceilings (including tents)

Double-decker booths or booths with ceilings (including tents) were previously required to be equipped with fire safety devices. However, our Fire Safety Department and major show contractors have worked with the Chicago Fire Department to develop specific codes for the trade show environment that would offer a safe and cost-effective alternative to sprinklers. These specific requirements apply to all exhibits that have a ceiling or second story.

Booths fall into one of the five following booth formats:

- Format 1:** Exhibits with two stories under 225 square feet
- Format 2:** Exhibits with two stories at or over 225 square feet
- Format 3:** Exhibits with ceilings under 225 square feet
- Format 4:** Exhibits with ceilings at or over 225 square feet
- Format 5:** Multiple-level exhibits, which require automatic sprinklers or any of the above exhibits with installed automatic sprinklers. Separate fire code items apply.

For booth formats 1 through 4, you will need to comply with the fire code items marked yes on the following table:

**Fire Code Compliance
Exhibits with Multiple Levels or Ceilings**

Fire Code Item	Booth Format			
	1	2	3	4
1. Maximum Dimensions	Yes	Yes	No	Yes
2. Second Level	Yes	Yes	No	No
3. Exit Stairways	Yes	Yes	No	No
4. Smoke Detectors	Yes	Yes	Yes	Yes
5. Fire Extinguishers	Yes	Yes	Yes	Yes
6. Posted Certificate of Fire Retardancy	No	Yes	No	Yes
7. Certified Approval	Yes	Yes	No	Yes
8. Fire Marshal Review	Yes	Yes	Yes	Yes

For exhibits using automatic sprinklers, the amount and type of sprinkler coverage needed depends on the booth specifications. If automatic sprinklers are preferred, or are required, contact our Fire Safety Office to discuss your options.

Fire Code Items for Multiple Level Booths

- **Maximum Dimensions:** To avoid the sprinkler requirement, your exhibit must be less than or equal to 2 levels high (maximum 30-foot elevation) or 5,000 square feet of enclosed area.
- **Second Level:** Second levels must remain open and uncovered. If they are covered, sprinkler protection will be required. Booths with a third level or more must also have special sprinkler coverage.
- **Staircases:** Staircases between levels must be in compliance with the Americans with Disabilities Act and meet the following requirements:

- Minimum of 3 feet in width
- Provide a handrail on at least one side
- Provide handrails a maximum of 1-1/2 inches in circumference and turned into walls
- Not be spiral or winding
- If the top deck is designed to hold over 10 people, or exceeds 1,200 square feet in area, a second staircase is required which must be remote from the main staircase and meet the same construction requirements.
- **Smoke Detectors:** All areas under the second level or ceiling, including closets, need to be equipped with a UL approved (or similarly approved), battery-operated smoke detector. If this space is enclosed after hours, the smoke detector must be audible outside the enclosed area.
- **Fire Extinguishers:** A UL-approved (or similarly approved) 2-1/2-pound ABC-type fire extinguisher must be posted in a clearly visible and readily accessible area for each 500 square-foot enclosure.
- **Posted Certificate of Fire Retardancy:** A certificate verifying the fire retardancy of your booth construction materials must be posted in a conspicuous place within the exhibit.
- **Certified Approval:** After the booth has been designed, the blueprints must be approved and stamped by a licensed professional structural engineer. These blueprints should include dimensions and an isometric rendering. This approval applies to all booth formats outlined previously.
- **Fire Safety Review:** Send stamped blueprints to McCormick Place for review with the Fire Safety Division and by the Chicago Fire Department, Fire Prevention Bureau at least 60 days before the show opens to allow sufficient time for any needed corrections. Be sure that plans show dimensions and an isometric rendering of your exhibit. In addition, all areas requiring sprinkler protection must be highlighted. If plans are not provided on time, it may cause delays or disapproval of your booth to occur during the pre-show fire inspection.
- **Fire Guards:** Once a multiple level booth or a booth with a ceiling is built and completed, and whenever the exhibit or show is closed for business, special fire watch coverage is required. Use of individuals designated as fire guards is subject to prior approval by the McCormick Place Fire Safety Manager.
- **Americans with Disabilities Act:** All exhibits must comply with the ADA. For information on compliance, contact the McCormick Place Fire Safety Manager.

Hazardous Materials Management

Neither McCormick Place Housekeeping Department nor your official service contractor manages hazardous material removal. However, your Event Manager can provide contractor names specializing in this service. Exhibitors are responsible to make their own arrangements.

**United Soccer Coaches Convention
McCormick Place, Chicago, IL
January 10—12, 2019**



(770) 507-6777
FAX (770) 474-4676
plant@tlc-florist.com
www.tlc-florist.com

N•A•T•I•O•N•A•L
convention • plant • services

Exhibitor Name: _____ Booth Representative: _____
 Firm, Billing Name: _____ Purchase Order or Reference Number: _____
 Booth Number: _____ Credit Card #: _____
 Billing Address: _____ Expiration Date: _____ (CVV #) _____
 City: _____ State: _____ Zip: _____ Name of Credit Card Holder as shown on card _____
 Show Decorator: Shepard _____
 Phone: _____ Fax: _____ Authorized Signature: _____
 Cell: _____ Email Address: _____

HOW TO ORDER: Email order to plant@tlc-florist.com/ Mail hard copy to: P.O. Box 538, Rex, GA 30273 or 121 Pine Dr., Stockbridge, Ga 30281 / or Fax to (770) 474-4676 Questions? Please email plant@tlc-florist.com or call (770) 507-6777

*** PRICES IN BOLD PRINT ARE DISCOUNT PRICES FOR ORDERS RECEIVED 2 WEEKS PRIOR TO EXHIBITOR MOVE-IN**

FLORAL ORDER FORM

**FROM SIMPLE AND ELEGANT TO WILD AND COLORFUL!
LET A TLC DESIGNER CREATE THE PERFECT LOOK JUST FOR YOU!**

If you would like to specify color, size, type flowers, please do so below—**prices start at \$70.00.**

Qty _____ tropical flowers—Price \$ _____ each

Qty _____ Spring flowers—Price \$ _____ each

Color _____

Width _____ Height _____

Additional Request: _____

*Don't know what you want? Just want a splash of color?
Let TLC designers choose your fresh seasonal flowers!*

Qty _____ TLC pick my colors, size, type flowers \$60.00 ea

Visit www.tlc-florist.com for additional sample pictures.
For free design assistance, please call 770-507-6777 or email plant@tlc-florist.com with any questions.



TLC Designers can provide the following:

- **Water Features**
 - **Fountains**
 - **Ponds**
 - **Water falls**
 - **Swamps**
 - **Garden Areas**
 - Tropical :**
(beach scenes;
rain forests)
 - Seasonal:**
(Spring, Fall, Holiday)
 - Formal :**
(serenity garden,
English garden)
 - **Border Areas:**
 - Hedges**
(control flow)
 - Lawn or Golf**
(promotional)
 - Trees**
(privacy)
- Special services are Available for hospitality Suites, award banquets, And VIP room deliveries.**

COLORFUL POTS OF VIBRANT FLOWERS!



Mums—12"-18"H
\$27.00/\$30.00
each

Qty _____

White _____

Yellow _____

Lavender _____



Azaleas—12"H
\$40.00/\$45.00 each

Qty _____

White _____

Pink _____

Red _____



Bromeliads—12"-18"H
\$40.00/\$45.00 each

Qty _____

Purple _____ Red _____

Yellow _____ Orange _____

*See next
page for
green plants.*

Ferns



Ferns
 \$40.00/\$45.00 each

Qty ____

Ivy



Ivy—10”H x 10”W
 \$40.00/\$45.00 each

Qty ____

Pothos



Pothos—12”H x 12”W
 \$40.00/\$45.00 each

Qty ____

3' Green Plants



\$48.00/\$55.00 each Qty ____

Standard 4' to 6' Green Plants



4' @ \$58.00/\$65 each Qty ____

5' @ \$68.00/\$75 each Qty ____

6' @ \$78.00/\$85 each Qty ____

7' H & Taller plants & Planters are available
 Call 770-507-6777 for price/availability



Planters are 2 1/2' long.

Top-dressed with azalea (pictured)
 Also available with mum
 Choose flower color for flower choice.

For Top-dressing with fern & azalea
 __ white, __ pink, __ red

For Top-dressing with fern & mum
 __ white, __ yellow, __ lavender

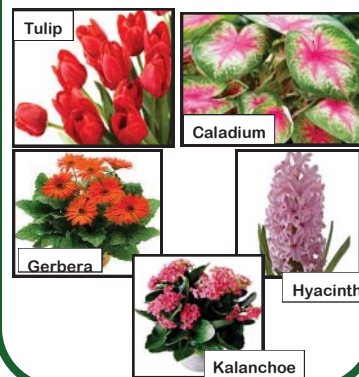


4' @ \$125/\$155 each, Qty ____

5' @ \$135/\$170 each, Qty ____

6' @ \$145/\$185 each, Qty ____

Seasonal Flowering Plants Call for Price & Availability



Rental price includes: Decorative container, top dressing, professional maintenance, installation and pick up. There is a one-time \$10.00 charge for **daily** floral delivery. **ALL ORDERS MUST BE PAID - IN - FULL PRIOR TO SHOW CLOSING.** We accept cash, company check, VISA, MASTERCARD, AMERICAN EXPRESS. Adjustments cannot be made after the close of the show. All rental items remain property of TLC Atlanta Convention Plant Services, Inc.

There is a restocking fee for orders cancelled less than 2 weeks prior to show opening.

Orders placed after the open of an event may be subject to a delivery fee.

Prices subject to change 2 weeks prior to move in.

Order Cost Summary

Select Container (Included in rental cost)

__ Black __ White __ Wicker

Chrome, Brass, Terra Cotta, & Other Containers are available.
 Please call 770-507-6777 for pricing.

Subtotal _____

10% Del Fee _____

Total _____

AF Services, Inc.
1550 Spring Road
Suite 305
Oak Brook, IL 60523



EXHIBITOR " \ \ u= # \ † - k ° 8- ' SERVICES
FORM - AF SERVICES, INC.

AF SERVICES, INC. is pleased to offer high-quality **EXHIBITOR BOOTH COVERAGE SERVICE** for those exhibitors who desire booth coverage for their individual booths beyond the level arranged by Show Management. Please direct inquires and orders regarding this service to:

Bridgette Frain c/o AF Services, Inc.
 1550 Spring Road, Suite 305
 Oak Brook, IL 60523
 phone (630) 279-0500 / fax (630)279-0510
 afrain@aol.com

BOOTH # _____

Exhibitor Information Full Payment is due on the estimated total cost of service **MUST** be received **PRIOR** to acceptance of order.
 Payments will be accepted in the form of: Credit Card or Corporate Check

 <p>Email Completed Orders to: (Preferred)*** afrain@aol.com*****</p> <p>Fax Completed Orders to: (630) 279.0510</p>	 <p>Mail Checks to: AF Services, Inc. 1550 Spring Road Suite 305 Oak Brook, IL 60523</p> <p>Please enclose a copy of the booth order form to allow Accounting Department to properly allocate the payment.</p>
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Complete/update your company information below. Please type or print clearly

COMPANY NAME _____		COMPANY CONTACT FOR BILLING PURPOSES _____	
STREET ADDRESS _____		CITY _____	STATE _____ ZIP _____
PHONE _____	FAX _____	WEB _____	EMAIL _____ PO#: _____ (Not Required)
Please list below any additional onsite contacts and phone numbers:			
NAME/PHONE _____	NAME/PHONE _____	NAME/PHONE _____	

DEPOSITS AND PAYMENTS We understand this Booth Coverage order becomes a binding contract when accepted by @8' 8-
 o-#yk@ ☐ We agree to abide by the attached Term and Conditions detailed on the 2nd page of this

<p>Full payment of the booth order fees must be received within 14 days of the executed Exhibitor Booth Coverage Order Contract.</p> <p>All orders submitted without a (75% Deposit) will not be processed and coverage will not be provided until payment is received.</p> <p>Important: Exhibitor hereby irrevocably and unconditionally authorizes AF SERVICES, INC. to automatically charge Total Deposit upon acceptance of contract on or before services begin.</p>	<p>ALL SECTIONS MUST BE COMPLETED BELOW TO PROCESS CREDIT CARD PAYMENT</p> <p><input type="checkbox"/> VISA <input type="checkbox"/> MC <input type="checkbox"/> AMEX</p> <p>Credit Card Number : _____ Exp. Date: _____</p> <p>Authorized Signature: _____</p> <p>_____ Date</p> <p>(Print name as it appears on card) _____ Title</p> <p>_____ Street Address</p> <p>_____ City _____ State _____ Zip</p> <p>If this authorization is for a deposit, would you like AF SERVICES, INC. to charge the balance due post event?</p> <p><input type="checkbox"/> <input type="checkbox"/> No, Please bill me per contract terms</p>
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RATES

BOOTH STAFF:	\$ 18.50/hour; applied to all orders received 14 days OR FEWER PRIOR to the first Move In day.
BOOTH STAFF:	\$ 19.00/hour; applied to all orders received on or after the start of the first Move In day
BOOTH STAFF:	\$ 35.00/hour; applied to all orders received at least 10 days prior to the event
OFF-DUTY OFFICERS	NO ON-SITE ORDERS FOR ARMED OR POLICE OFFICERS.

Hours Requested: Please indicate what time you would like to have coverage arrive at the booth.
NOTE: All coverage will have 1/2 hour added to the post time for deployment (briefing, paperwork and arriving to location on time)

NOTE: Should AF STAFF remain until a company representative arrives on-site? Yes No

Day/Date: _____	Post Time: _____	Day/Date: _____	End Time: _____	Total Hours: _____
Day/Date: _____	Post Time: _____	Day/Date: _____	End Time: _____	Total Hours: _____
Day/Date: _____	Post Time: _____	Day/Date: _____	End Time: _____	Total Hours: _____
Day/Date: _____	Post Time: _____	Day/Date: _____	End Time: _____	Total Hours: _____
Day/Date: _____	Post Time: _____	Day/Date: _____	End Time: _____	Total Hours: _____

Total Hours requested: _____
 Applied Rate: _____
 Total Due With Order: _____

1. Suspension of Service: Ingage reserves the right to discontinue preparation for service provision if the executed agreement and payment are not received as set forth. This shall be enforced at the sole discretion of AF SERVICES, INC. management. (AFS)

2. Change of Scope of Work: AFS performs its scheduling on an advance basis; this allows us to best serve you by ensuring the staff allocations you require are met without exception. However, as we must deploy resources as efficiently as possible, all requests for changes in scope of work or staffing requirements must be received by AFS with as much advance notice as possible.

3. Non-Fraternization: AFS policy is to avoid misunderstandings, complaints of favoritism, possible claims of sexual harassment and the related issues stemming from decreased employee morale and dissention which can result from certain personal relationships between employees, event staff and attendees. Accordingly, all AFS personnel are prohibited from fraternizing or becoming romantically involved with any and all ownership, management, employees, volunteers, vendors and/or partners of _____, their attendees, affiliates, subsidiaries, clientele, support staff and so forth. Any violation of this provision will result in immediate removal from the site and suspension for all duties.

4. Late Fees: The following fee structure (6% per each Ten Days Overdue, and an additional 6% for every Seven Days to follow until balance is cleared) shall be enforced for any and all overdue balances. "Overdue" shall be defined as any and all monies due not received by the terms and conditions per this agreement. AFS reserves the right to discontinue any and all service until all owed amounts are reconciled.

5. Hold Harmless: Client agrees to release, indemnify and hold harmless AFS, its employees, agents, contractors and suppliers against any and all losses, accidents, damages, injuries, expenses, and claims resulting in whole or part, directly or indirectly, from the provision of services listed herein; except for intentional acts and/or negligence committed by AFS.

AFS agrees to release, indemnify and hold harmless Client, its employees, agents, contractors, and suppliers against any and all losses, accidents, damages, injuries, expenses, and claims resulting in whole or part, directly or indirectly from the provision of services listed herein as described as AFSs responsibility; except to negligence by Client.



ORDER INSTRUCTIONS

Advance Payment Deadline Date: 12/20/18



The Power People

ELECTRICAL EXHIBITION SERVICES

4255 W. 43rd Street, Chicago, IL 60632
Phone: (312) 674-1100 Fax: (312) 873-3864
Chicago@edlen.com

EXHIBITOR:		BTH #	
EVENT:	United Soccer Coaches 2019 Convention		
FACILITY:	McCormick Place West		
DATES:	January 10-12, 2019	EVENT #	019001CH

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

COMPLETE THE STEPS BELOW IN PLACING YOUR UTILITY ORDERS

Step 1 Complete the Method of Payment

This form must be completed and returned with the order forms below.

Step 2 Complete Utility Order Forms as Required

- A. Electrical Order
- B. Plumbing Order
- C. Lighting Order

Step 3 Review Electrical Labor Instructions

This form will help you determine if you require electrical labor in your booth.

- A. What electrical work in your booth space needs to be performed by Edlen Electricians.
- B. How power is delivered to your booth in the facility (from the floor or ceiling).
- C. What other forms are required in order to schedule and pre-pay your estimated labor cost.

Step 4 Complete Additional Labor Forms as Required

Forms include the following:

- A. **Electrical Distribution**
This form is used for the distribution of power on the floor in your booth space. The form should be completed by all island booths. Inline and peninsula booths need to provide this information only if power is required at any location other than the rear of the booth space.
- B. **Electrical Booth Work**
This form is used to estimate electrical labor required in the construction of your booth.
- C. **Hanging Sign**
This form is used to estimate electrical labor in the assembly, installation and dismantle of electrical signs.
- D. **Truss Assembly, Install & Dismantle**
This form is used to estimate electrical labor in the assembly, installation and dismantle of truss and lighting.
- E. **Plumbing Distribution**
This form is used for the distribution of air/water & drain services in your booth space. The form should be completed by all island booths. Inline and peninsula booths need to provide this information only if plumbing is required at any location other than the rear of the booth space.

Step 5 Complete the Electrical & Plumbing Layout Forms (if applicable)

All island booths must return an electrical layout and plumbing layout (if applicable) indicating a main distribution point as well as any other locations requiring power or plumbing services. Inline and peninsula booths need to return an electrical layout only if power is needed at any other location than the rear of the booth.

METHOD OF PAYMENT

Advance Payment Deadline Date: 12/20/18



The Power People

ELECTRICAL EXHIBITION SERVICES

4255 W. 43rd Street, Chicago, IL 60632
 Phone: (312) 674-1100 Fax: (312) 873-3864
 Chicago@edlen.com

EXHIBITOR:		BTH #	
EVENT:	United Soccer Coaches 2019 Convention		
FACILITY:	McCormick Place West		
DATES:	January 10-12, 2019	EVENT #	019001CH

FINANCIALLY RESPONSIBLE COMPANY

COMPANY NAME:		PHONE:
ADDRESS:		FAX:
CITY:	ST:	ZIP:
COUNTRY:	CELL #:	
EMAIL:		

METHOD OF PAYMENT

All transactions require a credit card on file with proper authorization. In addition to checks, Edlen also accepts American Express, Mastercard, Visa, Discover, ACH and Wire Transfers. Indicate form of payment below.

ACH ELECTRONIC PAYMENT TRANSFER

Wells Fargo ABA# 121000248 Acct: 4122636046
 3800 Howard Hughes Parkway, Las Vegas, NV 89169
 Phone: 800.289.3557

Please note the financial institution MUST be based in the US. In order to avoid a transfer fee, you must notify the financial institution that you wish to make an ACH electronic payment transfer.

BANK WIRE TRANSFER INFORMATION *

Bank transfer to Wells Fargo
Wire Transfer:
 ABA#: 121000248 Acct: 4122636046
International Wire Transfer:
 Swift Code: WFBIUS6S Acct: 4122636046

* Please reference the Event # listed above and your Booth # on all electronic payments.

*** \$50 processing fee MUST be included with transfer.**

CREDIT CARD

For your convenience, we will use this authorization to charge any remaining balances on your account prior to event closing. A copy of final charges will be sent to the email address provided in the payment information section.

VISA MASTERCARD AMEX DISCOVER

COMPANY CHECK

Make check payable to: Edlen Electrical. All foreign checks must be drawn on U.S. Banks only. Check must be received before the deadline date and you must include a credit card as a guarantee. Please reference the Event # listed above on your remittance.

CHECK AND CREDIT CARD INFORMATION

COMPANY NAME:	
CHECK #	
CREDIT CARD NUMBER:	EXP DATE:
CARD HOLDER SIGN:	PRINT NAME:
EMAIL:	THIRD PARTY PAYMENT? YES or NO

CREDIT CARD ADDRESS INFORMATION IF DIFFERENT THAN INFORMATION ABOVE

ADDRESS:	CITY:	ST:	ZIP:
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SERVICE TOTALS

1. BANK WIRE TRANSFER PROCESSING FEE	
2. ELECTRICAL ORDER	
3. ESTIMATED LABOR	
4. ESTIMATED SIGN/TRUSS	
5. LIGHTING ORDER	
6. PLUMBING ORDER	
SUBTOTAL	
Sales tax is due on outlets and material unless exemption is provided 9% SALES TAX	
TOTAL DUE	

AUTHORIZATION

AUTHORIZED SIGNATURE ABOVE	
PRINT NAME ABOVE	TODAY'S DATE ABOVE

By signing and placing this order, I accept all payment policies and the terms and conditions outlined on all completed service order forms.

ELECTRICAL ORDER



The Power People

ELECTRICAL EXHIBITION SERVICES

4255 W. 43rd Street, Chicago, IL 60632
 Phone: (312) 674-1100 Fax: (312) 873-3864
 Chicago@edlen.com

E M

Advance Payment Deadline Date: 12/20/18

EXHIBITOR:		BTH #	
EVENT:	United Soccer Coaches 2019 Convention		
FACILITY:	McCormick Place West		
DATES:	January 10-12, 2019	EVENT #	019001CH

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

ORDER INSTRUCTIONS

INLINE AND PENINSULA DELIVERY

The cost of 120-Volt outlets includes delivery to one location at the rear of inline or peninsula booths. If you require the outlet(s) to be distributed to any other location(s), material and labor charges apply. There is a minimum charge of (1/2) hour for installation and (1/2) hour for removal. Complete and return the Electrical Distribution Form along with a floor plan layout of your booth space indicating outlet location(s).

ISLAND BOOTH DELIVERY ONE LOCATION

Island booths that only need power delivered to one location incur a (1/2) hour labor charge for installation & (1/2) hour for removal. Return a floor plan layout of your booth space indicating the outlet location with measurements and orientation.

ISLAND BOOTH DELIVERY MULTIPLE LOCATIONS

Island booths that require power to be delivered to multiple locations within their booth space incur a minimum (1/2) hour labor charge for installation. The removal of this work will be charged a minimum (1/2) hour or (1/2) the total time of installation. Material charges will apply. Return a floor plan layout of your booth space indicating a main distribution point and all outlet locations with measurements and orientation. If a main distribution point is not provided, Edlen will deliver to the most convenient location.

208/480V POWER DELIVERY AND CONNECTIONS

Edlen electricians must make all high voltage connections and disconnections on a time and material basis. Complete the Electrical Booth Work Form to schedule your estimated connection time and labor. Return form with your order.

24 HOUR SERVICES

Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, show days only. If you require power at any other time order 24 hour power at double the outlet rate.

CANCELLATIONS

Credits will not be issued for services delivered and not used. See #13, 19 & 20 on back of form for additional details.

TERMS & CONDITIONS

I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of the contract.

ELECTRICAL OUTLETS Approximately 120V/208V A.C. 60 Cycle - Prices are for Entire Event

	QTY Show Hours Only	QTY 24hrs/day Double rate	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	TOTAL COST
120 VOLT					
500 WATTS (5 AMPS)	_____	_____	89.00	134.00	_____
1000 WATTS (10 AMPS)	_____	_____	164.00	246.00	_____
1500 WATTS (15 AMPS)	_____	_____	194.00	291.00	_____
2000 WATTS (20 AMPS)	_____	_____	209.00	314.00	_____
208 VOLT SINGLE PHASE					
20 AMPS	_____	_____	300.00	450.00	_____
30 AMPS	_____	_____	345.00	518.00	_____
60 AMPS	_____	_____	400.00	600.00	_____
208 VOLT THREE PHASE					
20 AMPS	_____	_____	480.00	720.00	_____
30 AMPS	_____	_____	520.00	780.00	_____
60 AMPS	_____	_____	620.00	930.00	_____
100 AMPS	_____	_____	975.00	1463.00	_____
200 AMPS	_____	_____	1899.00	2849.00	_____
400 AMPS	_____	_____	2999.00	4499.00	_____

TRANSFORMER(S) Boost 208 Volt to 230 Volt

Transformer (20 amp minimum charge) Total Amps: _____ x 5.00 = _____

Please call for information on any services you require that are not listed here.

480V CONNECTIONS Approximately 480V A.C. 60 Cycle - Prices are for Entire Event

480 VOLT THREE PHASE					
20 AMPS	_____	_____	710.00	1065.00	_____
30 AMPS	_____	_____	800.00	1200.00	_____
60 AMPS	_____	_____	1050.00	1575.00	_____
100 AMPS	_____	_____	1175.00	1763.00	_____

120V RENTAL MATERIAL (Must Pick up Items at Onsite Exhibitor Service Center)

15' EXTENSION CORD	_____	_____	26.00	_____
POWER STRIP	_____	_____	26.00	_____

TRANSFER TOTAL TO BOX #2 ON METHOD OF PAYMENT FORM	TOTAL	_____
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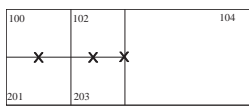
PRINT NAME:	_____	
EMAIL:	_____	PHONE: _____

TERMS & CONDITIONS

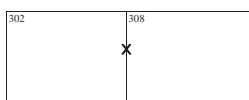
1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than the deadline date on the front of this form for advance payment rates to apply. Orders faxed or mailed without payment and required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
2. In the event order totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by email or fax of any such corrections.
3. Outlet rates listed include bringing services to one location at the rear of inline and peninsula booths.
4. Outlet rates listed **do not** include the connection of any equipment, special wiring, or distribution of the outlets to other than the standard locations within the booth space. Distribution to all other locations *regardless of booth type* require labor and is performed on a time and material basis. Exhibitors are invited to contact the local Edlen office to discuss any additional costs that may be incurred.
5. A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.
6. Island Booths - Booths that require power to be delivered to multiple locations within their booth space incur a minimum (1/2) hour labor charge for installation. The removal of this work will be charged a minimum (1/2) hour or (1/2) the total time of installation. Material charges will apply. Return a floor plan layout of your booth space indicating a main distribution point and all outlet locations with measurements and orientation. If a main distribution point is not provided, Edlen will deliver to the most convenient location.
7. There is a (1/2) hour installation charge and (1/2) hour removal cost for Island Booths that only require delivery to one location
8. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published. A minimum charge of (1/2) hour labor will apply for all installation work. The removal of this work will be charged a minimum of 1/2 hour or 1/2 the total time of installation, plus material.
9. All invoicing will be in compliance with MPEA legislation.
10. For a dedicated outlet, order a 20 amp outlet.
11. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will apply. Please contact our local office to discuss any additional charges.
12. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
13. Edlen is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitor booth space. This material is provided on a rental basis ONLY and remains the property of Edlen. It shall be removed only by Edlen employees.
14. Any extension cords or power strips ordered on the front of this form should be picked up at the Exhibitor Service Center. Credit will not be issued for unused items.
15. Standard wall and other permanent building utility outlets or sockets are not part of a booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.
16. All equipment regardless of source of power, must comply with federal, state and local codes. Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
17. All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
18. All Exhibitors' cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed, non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
19. Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.
20. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing & received by Edlen within 14 calendar days prior to show opening. Except sales tax, Edlen will not refund overpayment in amounts less than \$50.00 unless specifically requested in writing.
21. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
22. Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen's control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.
23. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Edlen its attorney fees or applicable agency fees.
24. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A \$25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.

COMMONLY ASKED QUESTIONS - WHERE WILL MY OUTLET BE LOCATED?

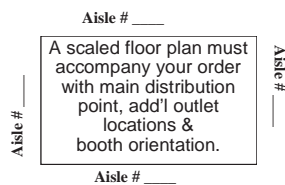
Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



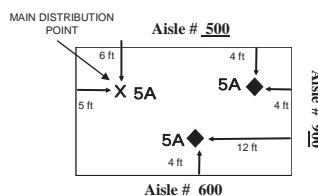
(IN-LINE BTHS) (PENINSULA)



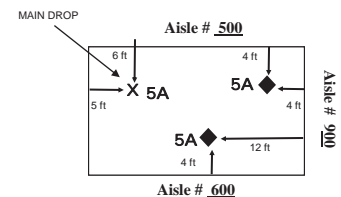
(BACK TO BACK PENINSULAS)



ISLAND BOOTHS



EXAMPLE-FLOOR POWER



EXAMPLE-CEILING POWER

**FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEBSITE @ WWW.EDLEN.COM
OR CALL THE NUMBER ON THE FRONT OF THIS FORM**

ELECTRICAL LABOR INSTRUCTIONS

Advance Payment Deadline Date: 12/20/18



The Power People

ELECTRICAL EXHIBITION SERVICES

4255 W. 43rd Street, Chicago, IL 60632
Phone: (312) 674-1100 Fax: (312) 873-3864
Chicago@edlen.com

EXHIBITOR:		BTH #	
EVENT:	United Soccer Coaches 2019 Convention		
FACILITY:	McCormick Place West		
DATES:	January 10-12, 2019	EVENT #	019001CH

LABOR ORDERING INSTRUCTIONS

Step 1 Review Jurisdiction Information Below

The work outlined under Electrical Jurisdiction below must be performed by Edlen Electricians and cannot be performed by any other union or I&D House. Edlen will comply with Legislative Billing Practices regarding Exhibitor Bill of Rights. Determine the type of work required in your booth space and complete the corresponding labor forms. The Power Delivery section indicates if power typically comes from the ceiling or the floor which may impact your booth layout.

Step 2 Complete the Appropriate Forms

There are 4 different forms utilized to schedule labor in your booth space. This allows exhibitors to pre-pay the estimated labor cost. This is only an estimate. Final labor and/or lift cost may be greater or less depending on time required and minimum labor charges.

A. Electrical Distribution

This form is used for the distribution of power on the floor in your booth space. This form should be completed for all island booths. Inline and peninsula booths need to provide this information only if power is required at any other location than the rear of the booth space.

B. Electrical Booth Work

This form is used to estimate electrical labor required in the construction of your booth.

C. Hanging Sign

This form is used to estimate electrical labor in the assembly, installation & dismantle of electrical signs.

D. Truss Assembly, Install & Dismantle

This form is used to estimate electrical labor in the assembly, installation & dismantle of truss and lights.

Step 3 Return the following forms to Edlen

Electrical Order, Method of Payment, applicable Labor Forms and Electrical Layout.

ELECTRICAL JURISDICTION

WORK REQUIRING EDLEN ELECTRICIANS

1. Delivery of main power line to Island Booths only
2. Electrical distribution under carpet or overhead
3. Wiring of overhead signs hung from ceiling
4. Connection of all high voltage services
5. Installation of lighting hung from ceiling
6. Assembly & installation of lighting hung from truss
7. Motor, truss, rigging installation and cabling

WORK THAT MAY BE PERFORMED BY EXHIBITING COMPANY EMPLOYEES

The following work can only be performed by full time employees of the exhibiting company who have been employed for at least 6 months prior to the show opening date and this work cannot be performed by any other union. This work can only be performed on exhibitor owned equipment. Otherwise, the work must be performed by Edlen Electricians.

1. Delivery, installation & dismantle of monitors, video screens and computers
2. Installation of booth lighting
3. Installation of sound systems and the labor to operate
4. Hardwiring of any electrical apparatus

POWER DELIVERY

Power is typically delivered from the floor in this facility and is brought to one main distribution point. From this point it is distributed to all other locations in the booth space. Depending on the total power requirements an electrical panel may be placed at the main distribution point. Electrical panels utilize a minimum of 1'x1'6" floor space. Please call if you have any concerns.

ELECTRICAL DISTRIBUTION

Advance Payment Deadline Date: 12/20/18



The Power People

ELECTRICAL EXHIBITION SERVICES

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 Chicago@edlen.com

EXHIBITOR:		BTH #	
EVENT:	United Soccer Coaches 2019 Convention		
FACILITY:	McCormick Place West		
DATES:	January 10-12, 2019	EVENT #	019001CH

ELECTRICAL DISTRIBUTION UNDER CARPET

ALL Island booths MUST provide the information below. Inline and peninsula booths need to provide this information ONLY if power is required at any location other than the rear of the booth space. This information allows Edlen the opportunity to expedite move-in by having your power distribution complete prior to your scheduled move-in time. Complete all of the fields below including the "Labor Estimate" Section. Edlen will make every attempt to complete the work prior to your arrival, but it can not be guaranteed.

- Provide an Electrical Layout Form:
 - The electrical layout must indicate each power outlet and its location with exact measurements.
 - The electrical layout must reflect booth orientation. Use surrounding booth or aisle numbers.
 - Identify a main distribution point. Power is delivered to that point and then distributed to other locations. Inline or peninsula booths do not need to provide a main distribution point. Power will be located at the rear of the booth.
 - If power is only required in one location in Island booths, indicate that location with measurements on your electrical layout.
- What date will you begin building your booth?
 - Date: _____ Time: _____
- Will you be utilizing any specialty floor covering other than carpet, such as vinyl or wood?
 - Describe flooring: _____
 - Estimated date and time flooring installation will begin. Date: _____ Time: _____
- Show site supervisor:

Name _____ Cell # _____

Email _____ Company _____
- The exhibitor acknowledges there is a minimum 1/2 hour labor charge for the distribution of services and 1/2 hour for the removal of services. Island booths that only require power delivered to one location incur 1/2 hour installation and 1/2 hour removal cost.
- In the event a lift is required to deliver power from the ceiling, or if the exhibitor requests power be delivered from above when it's available on the floor, lift charges will apply for installation and removal. There is a minimum 1 hour installation

LABOR RATES AND HOURS	
Labor Minimums	Enter a minimum of 1/2 hour for installation and 1/2 hour for removal. For installation labor greater than 1 hour, dismantle is 1/2 the total installation time.
Straight Time	Monday - Friday, 8:00 AM - 4:30 PM, except Holidays.
Overtime	Monday - Friday 4:30 PM - 12:00 AM & first 8 hours worked on Saturday up to 4:30 PM.
Double Time	Every day 12:00 AM - 6:00 AM; Saturday after 8 hours or after 4:30 PM, & all day Sunday and Holidays.

BOOTH LABOR ESTIMATE		
MAN HRS	RATE	TOTAL
_____ ST	\$99.00	_____
_____ OT	\$148.00	_____
_____ DT	\$197.00	_____

LIFT RENTAL		
HOURS	RATE	TOTAL
_____	\$150.00	_____

TRANSFER ESTIMATED TOTAL TO BOX #3 ON THE METHOD OF PAYMENT FORM

ESTIMATED TOTAL	_____
------------------------	-------

AUTHORIZATION

PRINT NAME:	DATE:
-------------	-------

ELECTRICAL BOOTH WORK

Advance Payment Deadline Date: 12/20/18



The Power People

ELECTRICAL EXHIBITION SERVICES

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 Chicago@edlen.com

EXHIBITOR:		BTH #	
EVENT:	United Soccer Coaches 2019 Convention		
FACILITY:	McCormick Place West		
DATES:	January 10-12, 2019	EVENT #	019001CH

BOOTH LABOR REQUIREMENTS

The date and times completed below assist Edlen in scheduling electrical manpower. These times and number of men are not guaranteed. Labor requests must be received by noon for the following day's work. Labor requests for Saturday, Sunday & Monday must be made by noon Thursday, otherwise all requests are performed on a first come first serve basis. A representative must come to Edlen's service desk prior to each individual labor request time in order to confirm the booth is ready for labor. If labor is dispatched at the requested time and no "exhibitor supervision" is available, a minimum 1/2 hour labor charge per electrician applies.

Delivery, Installation & Removal of Rented Monitors, Computers & Video Screens (Edlen electricians will deliver rented equipment to the booth, install it, dismantle and return to on-site AV storage)

Day _____ Date _____ Time _____ # Elec _____ Hrs. Each _____ Total _____

Hardwiring of any Device or Apparatus (Any electrical device that does not come with a plug attached)

Day _____ Date _____ Time _____ # Elec _____ Hrs. Each _____ Total _____

Installation of Booth Lighting

Day _____ Date _____ Time _____ # Elec _____ Hrs. Each _____ Total _____

Connection of High Voltage Services (208V - 480V)

Day _____ Date _____ Time _____ # Elec _____ Hrs. Each _____ Total _____

General Booth Work (Any other work not described above where an electrician is required)

OVERHEAD LIGHTING / OVERHEAD SIGNS / TRUSS LIGHTING REQUIREMENTS

Assembly & Installation of Lighting Hung from Ceiling or in Booth (Complete Lighting Order Form)

Installation & Removal & Wiring of Overhead Signs (Complete Hanging Sign, Overhead Sign Placement & Structural Integrity Form)

Assembly & Installation Lighting Hung from Truss (Complete Truss Assembly, Install & Dismantle Form)

LIFT RENTAL

In the event a lift is required lift charges will apply for installation and removal. There is a minimum 1 hour installation and 1 hour removal cost for both lift and labor. For safety reasons lifts require a 2 man crew.

LABOR RATES AND HOURS		BOOTH LABOR ESTIMATE		
Labor Minimums	Enter a minimum of 1/2 hour for installation and 1/2 hour for removal. For installation labor greater than 1 hour, dismantle is 1/2 the total installation time.	MAN HRS	RATE	TOTAL
Straight Time	Monday - Friday, 8:00 AM - 4:30 PM, except Holidays.	ST	\$99.00	_____
Overtime	Monday - Friday 4:30 PM - 12:00 AM & first 8 hours worked on Saturday up to 4:30 PM.	OT	\$148.00	_____
Double Time	Every day 12:00 AM - 6:00 AM; Saturday after 8 hours or after 4:30 PM, & all day Sunday and Holidays.	DT	\$197.00	_____
LIFT RENTAL				
		HOURS	RATE	TOTAL
			\$150.00	_____

TRANSFER ESTIMATED TOTAL TO BOX #3 ON THE METHOD OF PAYMENT FORM	ESTIMATED TOTAL	_____
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AUTHORIZATION

PRINT NAME: _____ DATE: _____

ELECTRICAL LAYOUT

Advance Payment Deadline Date: 12/20/18



The Power People

ELECTRICAL EXHIBITION SERVICES

4255 W. 43rd Street, Chicago, IL 60632
Phone: (312) 674-1100 Fax: (312) 873-3864
Chicago@edlen.com

Table with 4 rows and 2 columns: EXHIBITOR, BTH #, EVENT (United Soccer Coaches 2019 Convention), FACILITY (McCormick Place West), DATES (January 10-12, 2019), EVENT # (019001CH)

Go to the exhibitors tab at www.edlen.com for an exact grid to match your booth space.

POWER ORIGINATES FROM THE FLOOR IN THIS VENUE

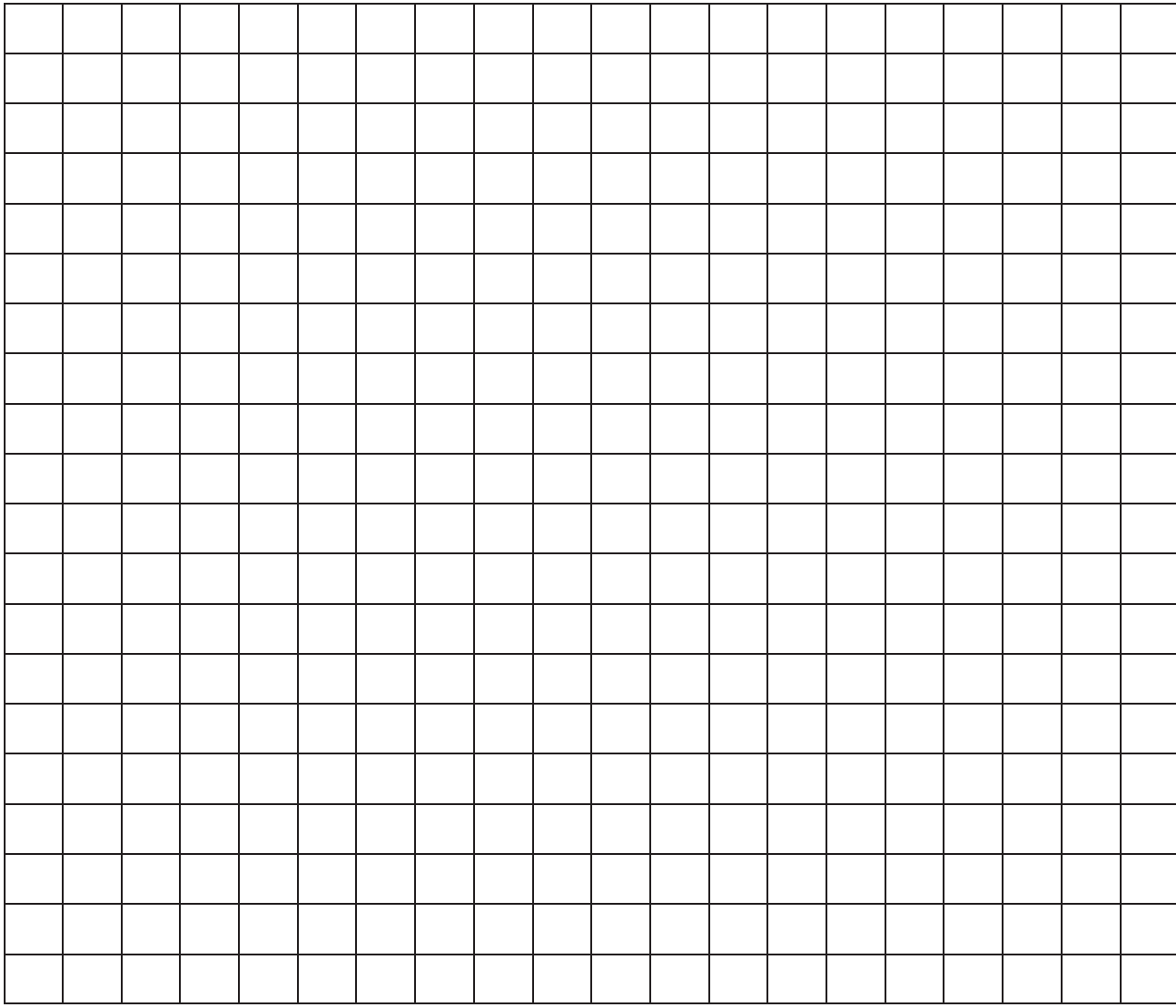
Power is delivered from a floor port to a "main distribution point" in island booths and then distributed from that point. Indicate this location and all other outlet locations using the legend & grid below.

Table with 3 columns: INDICATE BOOTH TYPE (Island, Inline, Peninsula), INDICATE SCALE & TOTAL SQ FT (Example: 1 Square = 1 Foot), OUTLET LEGEND (X, diamond, circle, triangle, star symbols and their corresponding amp/watt ratings)

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____



Adjacent Booth or Aisle # _____

HANGING SIGN

Advance Payment Deadline Date: 12/20/18



The Power People

ELECTRICAL EXHIBITION SERVICES

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 Chicago@edlen.com

EXHIBITOR:		BTH #	
EVENT:	United Soccer Coaches 2019 Convention		
FACILITY:	McCormick Place West		
DATES:	January 10-12, 2019	EVENT #	019001CH

GENERAL INFORMATION

Sign Assembly: The **GSC** (General Service Contractor) is responsible for the primary assembly of signs, however any electrical wiring or lights within or attached to the sign must be completed by Edlen. Edlen is responsible for assembly and hanging of all static lighting truss, electrical hanging signs, light boxes, and rotators. Electrical service requirements for each sign must be ordered in advance on the Electrical Order Form.

Who Hangs the Sign:

- **GSC** hangs all signs that are hung by manual means.
- Signs with a rotator are hung by **GSC**. The rotator is hung by Edlen before **GSC** hangs the sign from the rotator.
- Edlen only hangs signs requiring the use of a motorized hoist. Hoist can be ordered through the GSC or Edlen.
- Signs without motorized hoists that utilize power will be hung by **GSC**. Edlen will feed the power overhead and energize the sign.

Code Requirements:

- All electrical hanging signs must be in proper working order in compliance with the National Electrical Code and Local Electrical Code.
- All ceiling rigging must conform to Show Management rules and regulations and facility limitations. Supply drawings indicating location, pick points, heights (elevations), orientation and weight loads.
- For purposes of safety and economy, all signs in excess of 250 pounds require the use of motorized hoists. Exhibitor-supplied

COMPLETE INFORMATION BELOW

SIGN DESCRIPTION • SIZE • WEIGHT

Shape: Square__ Triangle__ Rectangle__ Other__

Size: Height_____ Length_____ Width_____

Weight of Sign:_____ Assembly required:_____

Power required: Amps _____ Voltage _____

Total footage from floor to top of sign:_____

Is there lighting within the sign? _____

Is there lighting hung from the sign? _____

Does the sign require a rotator? _____

Who is providing the rotator? _____

LABOR & LIFT TO HANG & REMOVE SIGN COMPONENTS

Order a minimum of 2 hours install labor & 2 hours dismantle for each category that applies. This work is performed on a lift by a 2 man crew.

LABOR	HRS	ST	OT	DT	TOTAL
Hang Motor & Sign	_____	99.00	148.00	197.00	_____
Hang Rotator Only	_____	99.00	148.00	197.00	_____
Run Power to Sign	_____	99.00	148.00	197.00	_____

Order a minimum of 1 hour install & 1 hour dismantle lift time for each category that applies above.

LIFT RENTAL	HRS	RATE	TOTAL
Condor	_____	276.00	_____

REQUESTED INSTALL & DISMANTLE

Sign Wiring Date: _____ Time: _____

Motor Install Date: _____ Time: _____

Rotator Install Date: _____ Time: _____

Removal Date: _____ Time: _____

(Requested Dates and Times are Not Guaranteed)

LABOR TO WIRE ELECTRICAL COMPONENTS OF SIGN

Estimated Hours	HRS	ST	OT	DT	TOTAL
Wire & Disconnect	_____	99.00	148.00	197.00	_____

2 Man Crew Required

HOIST & MOTOR RENTAL (Order Power Separately for Motors)

Hoist/Motor	QTY	ADV	REG	TOTAL
1/2 Ton Hoist	_____	466.00	618.00	_____
1 Ton Hoist	_____	500.00	650.00	_____

ELECTRICAL LABOR SCHEDULE & LIFT RULES

Straight Time Mon - Fri 8:00 AM - 4:30 PM, except Holidays.

Overtime Mon - Fri 4:30 PM - 12:00 AM & first 8 hours worked on Saturday up to 4:30 PM.

Double Time Every day 12:00 AM - 6:00 AM, Saturday after 8 hours or after 4:30 PM, all day Sunday and Holidays.

Lift & Material Rules Lift & material charges apply for all overhead work such as, overhead light installation, truss installation or overhead power distribution, etc. Materials to hang signs and truss such as cable, clamps, etc. are additional and will be charged accordingly.

TOTAL

TRANSFER TOTAL TO BOX #4 ON METHOD OF PAYMENT FORM

AUTHORIZATION

PRINT NAME:

DATE:

OVERHEAD SIGN PLACEMENT

Advance Payment Deadline Date: 12/20/18



The Power People

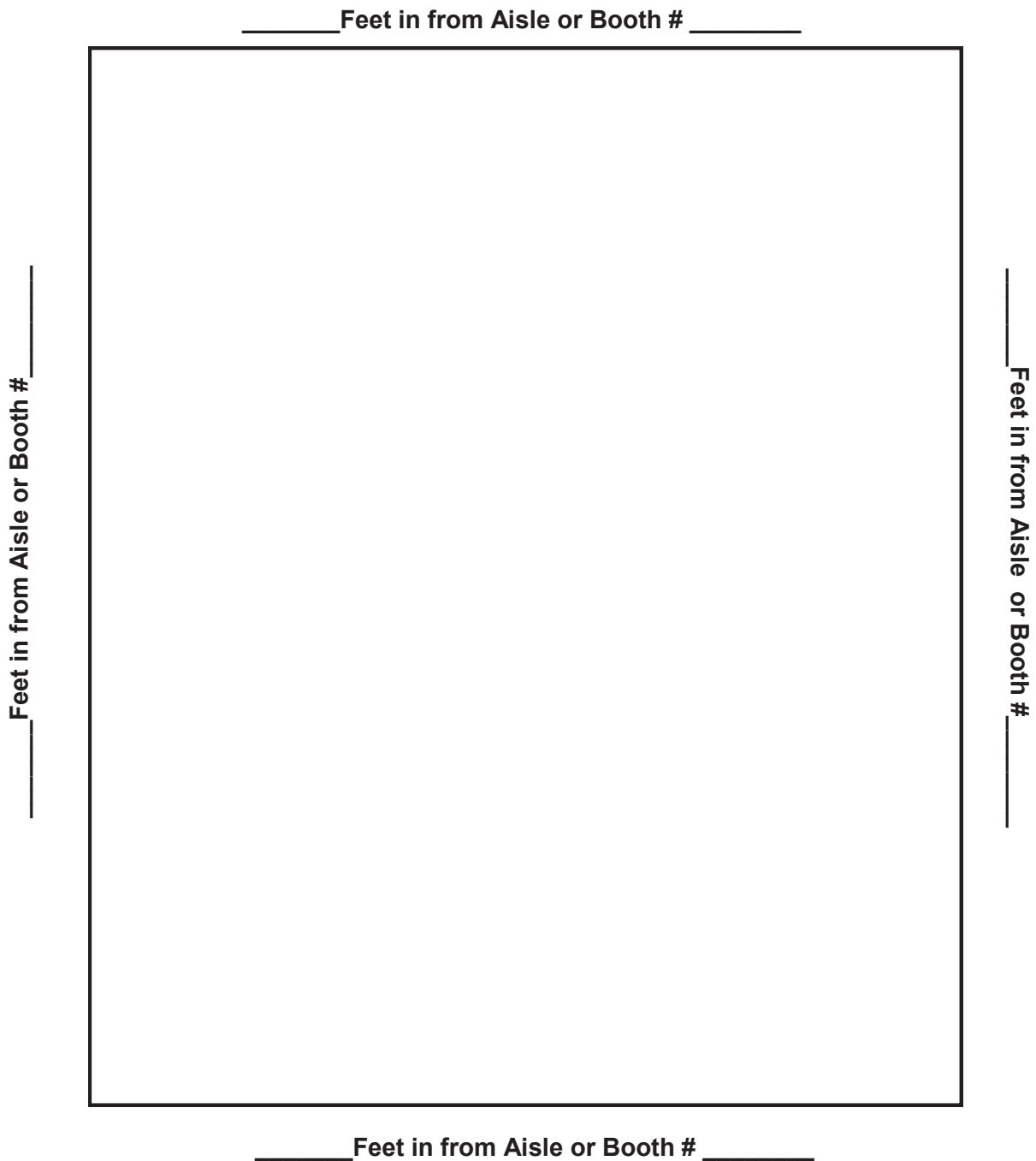
ELECTRICAL EXHIBITION SERVICES

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EXHIBITOR:		BTH #	
EVENT:	United Soccer Coaches 2019 Convention		
FACILITY:	McCormick Place West		
DATES:	January 10-12, 2019	EVENT #	019001CH

INSTRUCTIONS

- Use the diagram below to represent your booth space. Indicate how far in from each boundary you would like your sign placed.
- Include a blueprint or drawing with detailed information so hanging anchor points may be determined.
- If motorized hoists are required notify Edlen and submit an engineered drawing.
- The ceiling structure and support beam locations may require your sign to be moved from your specified location.
- The main power drop location may impact your overhead sign.



STRUCTURAL INTEGRITY STATEMENT

Advance Payment Deadline Date: 12/20/18



The Power People

ELECTRICAL EXHIBITION SERVICES

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Phone: (312) 674-1100 Fax: (312) 873-3864
Chicago@edlen.com

EXHIBITOR:		BTH #	
EVENT:	United Soccer Coaches 2019 Convention		
FACILITY:	McCormick Place West		
DATES:	January 10-12, 2019	EVENT #	019001CH

COMPLETE AND RETURN FOR ALL SUSPENDED STRUCTURES

Exhibitor Name: _____, the contracted exhibitor at **United Soccer Coaches 2019 Convention** and (if applicable), the display house or builder for the aforementioned exhibitor, do hereby certify and guarantee that the stress points for hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures.

We understand that Edlen or their representatives may deem that a structure is unsafe and Edlen agrees to try to work with every exhibitor to rectify any occurrences on-site at the exhibitor's expense. Edlen reserves the right to not hang any structure that Edlen deems as unsafe or not properly manufactured.

We hereby release, indemnify and forever hold harmless **United Soccer Coaches 2019 Convention, McCormick Place, Shepard Exposition Services, Edlen**, and its subsidiaries, their directors, officers, employees, representatives, agents and contractors from any, and against any and all liability, claims, damage, loss, fines, or penalties arising from the installation, use or dismantling of this structure. All hang points supporting in excess of 250lbs. may be verified (metered or measured) on site at the exhibitor's expense.

EXHIBITING COMPANY AUTHORIZATION

Company _____
Authorized Signature _____
Print Name _____ Date _____
Email _____ Cell # _____

DISPLAY HOUSE/EAC/BUILDER AUTHORIZATION (If Applicable)

Company _____
Authorized Signature _____
Print Name _____ Date _____
Email _____ Cell # _____

TRUSS ASSEMBLY, INSTALL & DISMANTLE

Advance Payment Deadline Date: 12/20/18



The Power People

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EXHIBITOR:		BTH #	
EVENT:	United Soccer Coaches 2019 Convention		
FACILITY:	McCormick Place West		
DATES:	January 10-12, 2019	EVENT #	019001CH

INSTRUCTIONS

Truss can be rented through Edlen or another source. Estimate the number of man hours required to assemble, install and remove truss and all related electrical components. Provide supervisor information and calculate estimated labor, rigging and lift costs.

JURISDICTION

All overhead rigging, truss, lighting, and flown objects must be assembled and disassembled by Edlen. Exhibitor's display company and/or I&D representatives may supervise only and will not be allowed to assemble/ disassemble or install or remove rigging, lighting, or flown objects. No one but Edlen electricians will be permitted in lifts.

EXHIBIT HALL JURISDICTION

Edlen electricians provide all labor for the installation and dismantling of all programmable dimmable light fixtures, video walls, audio and projection equipment utilized inside the exhibit halls of the facility.

WORK START TIME

Requested installation and removal dates and times are not guaranteed. Time will commence per exhibitors request whenever possible. Failure to start at the confirmed times will result in a 4 hour minimum charge per person requested, unless 24 hour advance notice is provided in writing.

MOTOR POWER

Order electrical services for motor power as required on the electrical order form.

ENGINEERED PRINTS

Edlen requires an engineered print of all truss and lighting rigging, including rigging point loads per our facility agreement. Failure to provide a PDF file of the rigging plot with load and requirement information three (3) weeks prior to move-in may prohibit your rig from being hung.

REGULATIONS

All rigging must comply with MPEA and Show Management rules and regulations and facility limitations.

TERMS & CONDITIONS

I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of contract.

ESTIMATE TRUSS MAN HOURS

INSTALLATION					DISMANTLE				
DATE	TIME	# MEN	HRS	TOTAL	DATE	TIME	# MEN	HRS	TOTAL
			X	=				X	=
			X	=				X	=
			X	=				X	=

SUPERVISOR INFORMATION

In the event the exhibitor does not provide a supervisor, Edlen will supervise the work as required, at our discretion. Calculate estimated Edlen Supervisor labor below (if applicable).

Print Name: _____

Email: _____ Cell #: _____

LABOR / LIFT EQUIPMENT - HANGING TRUSS & LIGHTING

QTY	ELECTRICIANS / HIGH & GROUND RIGGERS	RATE	TOTAL
	Straight Time	99.00	
	Overtime	148.00	
	Double Time	197.00	
	Edlen Supervisor	204.00	
QTY	LIFT EQUIPMENT	RATE	TOTAL
	Condor Crew consists of 1 operator and 1 ground man	466.00	
	Scissor Lift	466.00	

TRUSS & MOTOR RENTAL (If Applicable)

QTY	BOX TRUSS (If color is not selected, black will be used)	ADV	REG	TOTAL
	12"x12" Box Truss Per Ft BLACK or SILVER	17.00	26.00	
	12"X18" Box Truss Per Ft BLACK or SILVER	20.00	30.00	
	20.5"X20.5" Box Truss Per Ft BLACK or SILVER	23.00	35.00	
	1/2 Ton Hoist	466.00	618.00	
	1 Ton Hoist	500.00	650.00	

LABOR SCHEDULE

ST	Monday - Friday, 8:00 AM - 4:30 PM, except Holidays.
OT	Monday - Friday 4:30 PM - 12:00 AM & first 8 hours worked on Saturday up to 4:30 PM.
DT	Every day 12:00 AM - 6:00 AM, Saturday after 8 hours or after 4:30 PM, & all day Sunday and Holidays.

TOTAL

TRANSFER TOTAL TO BOX #4 ON THE METHOD OF PAYMENT FORM

AUTHORIZATION

PRINT NAME:

DATE:

PLUMBING ORDER



The Power People

ELECTRICAL EXHIBITION SERVICES

4255 W. 43rd Street, Chicago, IL 60632
 Phone: (312) 674-1100 Fax: (312) 873-3864
 Chicago@edlen.com

E M

Advance Payment Deadline Date: 12/20/18

EXHIBITOR:		BTH #	
EVENT:	United Soccer Coaches 2019 Convention		
FACILITY:	McCormick Place West		
DATES:	January 10-12, 2019	EVENT #	019001CH

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

IMPORTANT NOTES

ADDITIONAL CONNECTIONS

If you have more than one machine or multiple connections on a machine, you must order an additional connection for each machine or connection within 20 feet of the outlet ordered. Otherwise you must order another outlet.

AIR LINE RESPONSIBILITIES

Edlen is not responsible for moisture, oil, or water in air lines, loss of flow, or increase in pressure in line to equipment. Exhibitor should supply their own filters, driers, or other equipment as needed. No compressors are permitted other than those supplied by Edlen unless they are a fixed part of your machine.

WATER PRESSURE

Pressure may vary. No guarantee can be made to minimum or maximum pressures. If pressure is critical, the Exhibitor should arrange to have a pressure regulator valve or pump installed. Edlen is not responsible for sediment, color or taste of water.

LABOR NOTES

OUTLET DELIVERY

There is a minimum labor charge of 1/2 hour to deliver and 1/2 hour to remove each air, water, and drain outlet. Outlets are delivered to the rear of inline and peninsula booths, and to one location in island booths. If a lift is required to drop the outlets from the ceiling, a 1 hour lift charge for installation and 1 hour for removal will apply.

OUTLET DISTRIBUTION

Once outlets have been delivered, the ramping and/or distribution of services on the floor will be done on a time and material basis. A minimum 1/2 hour labor charge for installation and 1/2 hour for removal will apply.

OUTLET CONNECTIONS

All outlet connections are to be made by Edlen plumbers.

TERMS & CONDITIONS

I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of contract.

UTILITY SERVICES

ADVANCE REGULAR TOTAL

COMPRESSED AIR: 90-100 LBS. PSI

_____ Air Outlet (call for a quote for 24-hour Air)	740.00	962.00	_____
_____ Additional Connections within 20' of Outlet	372.00	484.00	_____

CFM REQUIREMENTS

Must order CFM with air services. Refer to # 9 on Plumbing Terms, Conditions & Regulations.

CFM (There is a 5 CFM minimum charge per outlet/connection)	Total CFM = _____
Total CFM _____ x ADVANCE Rate	13.00 = _____
Total CFM _____ x REGULAR Rate	17.00 = _____

WATER LINES (Edlen is not responsible for sediment or the color or taste of water.)

_____ Water Outlet	740.00	962.00	_____
_____ Additional Connections within 20' of Outlet	372.00	484.00	_____
# of connections required: _____ Size of connection: _____			
PSI required: _____ GPM Required: _____			

DRAIN LINES (If waste water contains hazardous materials, chemicals, or metals, Edlen cannot drain it.)

_____ Drain Outlet	740.00	962.00	_____
_____ Additional Connections within 15' of Outlet	372.00	484.00	_____
Number of connections required: _____ Size of connection required: _____			

FILL & DRAIN LABOR (Edlen is not responsible for sediment or the color of water)

_____ 1 – 50 Gallons	167.50	211.45	_____
_____ 51 – 200 Gallons	657.00	799.00	_____
_____ 201-400 Gallons	911.00	1189.00	_____
Each additional 100 Gallons after 400 Gallons	78.00	103.00	_____

LABOR

Labor is required for all air, water, & drain lines, as well as distribution of services in your booth space or overhead. Complete the Plumbing Distribution form and include it with your order.

GAS & MISCELLANEOUS REQUIREMENTS (Call for a Quote)

TRANSFER TOTAL TO BOX #6 ON METHOD OF PAYMENT FORM	TOTAL	_____
PRINT NAME: _____		
EMAIL: _____	PHONE: _____	



The Power People

ELECTRICAL EXHIBITION SERVICES

4255 W. 43rd Street, Chicago, IL 60632
 Phone: (312) 674-1100 Fax: (312) 873-3864
 Chicago@edlen.com

EXHIBITOR:		BTH #	
EVENT:	United Soccer Coaches 2019 Convention		
FACILITY:	McCormick Place West		
DATES:	January 10-12, 2019	EVENT #	019001CH

PLUMBING JURISDICTION

The work described below falls within the jurisdiction of Edlen Plumbers and cannot be performed by any other union, I&D house or exhibitor. Contact our office for clarification regarding scope of work.

- Delivery of Air, Water and Fill & Drain lines
- Installation of lines delivered from overhead
- Distribution of Air, Water & Drain lines under carpet

1. REVIEW EACH SECTION AND COMPLETE LABOR ESTIMATE

A. Outlet Delivery & Removal

There is a minimum 1/2 hour labor charge for the delivery and 1/2 hour for the removal of each air, water and drain service. If a lift is required to drop services from overhead, a minimum 1 hour for installation and 1 hour for removal will apply.

B. Outlet Distribution Throughout Booth Space

Air, Water and Drain lines are brought to one location at the rear of inline, peninsula and island booths. If you require the distribution of services to any other location within the booth space, there is a minimum 1/2 hour labor charge for distribution and 1/2 hour for removal, or 1/2 the total time of installation, whichever is greater.

C. Outlet Connections

Connection to exhibitor equipment is included in the cost of the service.

2. DISTRIBUTION OF SERVICES IN BOOTH SPACE

A. Island Booths need to provide the following information:

1. The plumbing layout must indicate each outlet and its location with exact measurements.
2. Each location should indicate the type of service. All air locations must include CFM requirements.
3. The plumbing layout must reflect booth orientation. Use surrounding booth or aisle numbers.
4. Identify a main distribution point. Services are delivered to that point and then distributed to other locations.

B. Inline or Peninsula booths must provide the same information with the exception of the main distribution point. The main distribution point will be located at the rear of the booth space.

C. Date you will begin building your booth: _____ **Estimated time:** _____

D. Will you be utilizing any specialty floor covering other than carpet, such as vinyl or wood?

1. Describe flooring: _____

E. What time do you estimate needing the physical connection to your equipment? Date: _____ **Time:** _____

F. Show site supervisor: _____ **Company:** _____

Cell #: _____ **Email:** _____

G. This information allows Edlen the opportunity to expedite move-in by having your plumbing distribution complete prior to your scheduled move-in time. Complete the "Labor Estimate" Section below. Edlen will make every attempt to complete the work prior to your arrival.

LABOR ESTIMATE		
MAN HRS	RATE	TOTAL
_____ ST	\$111.00	_____
_____ OT	\$166.00	_____
_____ DT	\$235.00	_____

WORK RATE SCHEDULE	
ST	Monday - Friday, 8:00 AM - 4:30 PM, except Holidays.
OT	Monday - Friday 4:30 PM - 12:00 AM & first 8 hours worked on Saturday up to 4:30 PM.
DT	Every day 12:00 AM - 6:00 AM, Saturday after 8 hours or after 4:30 PM, & all day Sunday and Holidays.

ESTIMATED TOTAL	_____
------------------------	-------

AUTHORIZATION

PRINT NAME: _____

DATE: _____

TRANSFER ESTIMATED TOTAL TO BOX #3 ON THE METHOD OF PAYMENT FORM

PLUMBING LAYOUT



The Power People

ELECTRICAL EXHIBITION SERVICES

4255 W. 43rd Street, Chicago, IL 60632
 Phone: (312) 674-1100 Fax: (312) 873-3864
 Chicago@edlen.com

Advance Payment Deadline Date: 12/20/18

EXHIBITOR:		BTH #	
EVENT:	United Soccer Coaches 2019 Convention		
FACILITY:	McCormick Place West		
DATES:	January 10-12, 2019	EVENT #	019001CH

Go to the exhibitors tab at www.edlen.com for an exact grid to match your booth space.

PLUMBING SERVICES ORIGINATE FROM THE FLOOR IN THIS VENUE

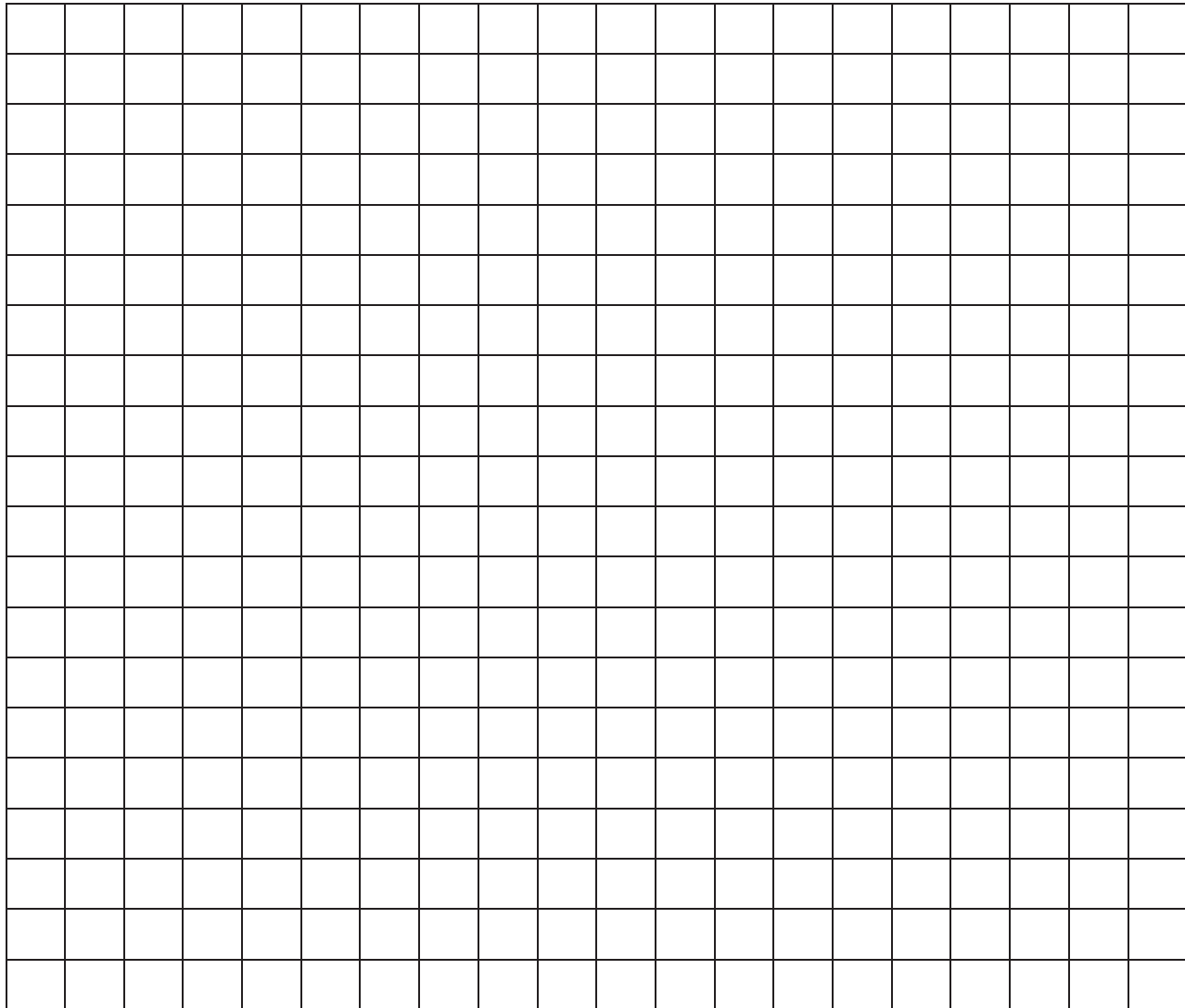
Air, water & drain services are delivered from a floor port to a "main distribution point" in island booths and then distributed from that point. Indicate this location and all other outlet locations using the legend & grid below. Inline and peninsula booths need to provide this information only if these services are needed at any other location than the rear of the booth. (See T&C page 4 for examples):

INDICATE BOOTH TYPE	INDICATE SCALE & TOTAL SQ FT	OUTLET LEGEND
Island _____	Example: 1 Square = 1 Foot	X = Main Distribution Point
Inline _____	_____ Square = _____ Ft	W = Water A = Air
Peninsula _____	Total Square Footage = _____	D = Drain AC = Add'l connection

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____



Adjacent Booth or Aisle # _____

TERMS, CONDITIONS & REGULATIONS

1. Order with payment and accurate floor plan must be received a minimum of 21 days prior to the scheduled event opening for advanced payment rates. Orders received without payment will not guarantee advance rates. Orders received less than 21 days prior to scheduled event opening will be charged the regular rate.
2. In the event that totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections. Exhibitors will be notified by email or fax of any corrections made. This includes adding the required minimum CFM charges when applicable and labor charges.
3. All outlets will be installed on the floor at the back wall of inline and peninsula booths. All services ordered for island booths will be dropped to one location in the booth. Edlen will make every attempt to deliver these services to a location convenient to the Exhibitor.
4. Distribution of services throughout the booth space, whether under the carpet, above the carpet or overhead is done on a time and material basis. Lift charges may also apply for overhead distribution.
5. Additional footage charges apply when an Exhibitor requires services that are further than 90 feet away from closest outlet and when dropped from overhead when services originate on the floor or columns.
6. The CFM (Cubic Feet per Minute) requirements determine the volume of air required to properly operate Exhibitors equipment. CFM is a labor charge for sizing and installation of the service infrastructure.
7. In some instances a pump is required to drain services out of an Exhibitor's booth. When this occurs, time & material charges apply. Exhibitors are encouraged to contact Edlen to discuss any potential additiinonal costs.
8. Edlen plumbers make all service connections. Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation, may be executed without Edlen plumbers.
9. Service outlet size is determined by the volume required. Air line size and fitting are determined by the CFM requirements.
10. All invoicing will be in compliance with MPEA legislation.
11. Compressed Air is supplied during show hours only. If compressed air is required for non-show hours call for a quote.
12. Wall, column and permanent building utility outlets are not part of booth space and are not to be used by Exhibitors.
13. Unless otherwise directed, Edlen personnel are authorized to cut floor coverings to permit installing service(s) ordered.
14. Pressure for Water Services may vary. No guarantee can be made of minimum or maximum pressure. If pressure is critical, the Exhibitor should arrange to have a pressure regulator valve installed.
15. Natural Gas, "when available", is not regulated by Edlen and is at the facility pressure 7" water column or .25 PSI. Call for price quote when available.
16. Gas & Cylinders: Credit will not be provided on unused cylinders.
17. All equipment using water must have inlet and outlet properly tagged.
18. All equipment must comply with state and local codes.
19. Edlen will not be responsible for moisture or water in air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water.
20. For gas cylinders or any other special requirements call Edlen for a quote at the number on the front of the form. Delivery charges will apply to any specialty equipment delivered and removed from the Exhibitor booths.
21. Edlen must have 30 days notice in order to supply special regulators, strainers, traps, etc.
22. Claims will not be considered, or adjustments made, unless filed by the Exhibitor in writing prior to close of the event; no exceptions.
23. Credit will not be given for outlets installed or connections made and not used.
24. Payment in full for all plumbing services provided must be made prior to close of the event.
25. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Edlen its attorney fees or applicable agency fees.
26. A service charge of \$25.00 will be assessed for all returned checks or declined credit cards.

**POWER TO OPERATE ANY PLUMBING APPARATUS IS NOT INCLUDED.
ALL ELECTRICAL REQUIREMENTS MUST BE ORDERED ON THE ELECTRICAL FORM.**

For further information please visit our website at www.edlen.com
or call the number on the Plumbing Order form